

## **PRIVACY STATEMENT**

The Autism & Neurodiversity MasterClass is a global initiative of Autism Camp Australia Ltd. Autism Camp Australia (ACA) respects every person's right to privacy, dignity and confidentiality and operates in accordance with the Australian Privacy Principles under the Commonwealth Privacy Act (1988). This Privacy Policy provides information about how ACA collects and handles information; and how ACA's stakeholders can enquire or provide feedback on how personal information is being used.

### **Types of information collected**

ACA collects personal information that is necessary for our work and helps us to engage with stakeholders. If you do not wish to provide some or all of the personal information requested, ACA may not be able to do what was intended by collecting your personal information. For example, we may not be able to manage or provide you with services, process your donation, progress your employment application or respond to your queries.

### **How information is collected**

ACA collects personal information from you by various methods including (but not limited to) the following:

- through your interactions with our representatives;
- when you access and use our website;
- when you contact us by telephone, letter, social media or email;
- by contracting with us or completing in-take forms;
- when you make payments via our payment gateway;
- by completing surveys, providing feedback or complaints to us; or
- when you agree to support us through donations or by other means.

Where reasonable and practical ACA will collect your personal information only directly from you. However, ACA will also collect information about you from third parties including but not limited to other individuals and companies with your consent or as legally required.

### **Why information is collected and how it is used**

ACA uses the personal information provided to ACA in a variety of ways. Uses of the information may include, but are not limited to:

- communications;
- service delivery and procurement;
- fundraising and marketing activities;
- the administration of ACA's business operations;
- government funding requirements and legal obligations;
- employment processes;
- membership processes;
- partnerships;
- fees and transactions;

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- website management;
- updating our records and keeping your contact details up to date;
- processing and responding to any feedback or complaint made by you; and
- complying with any legal requirements.

### **Direct Marketing and Fundraising**

ACA keeps the personal information we collect through our program delivery separate from our donors and supporter database. We identify our donors and supporters through fundraising and direct marketing. Donors and supporters' personal information, in addition to the other methods outlined in this policy, may also be collected from a publicly maintained record or purchased through lists from organisations offering such lists for marketing purposes.

From time to time ACA may use the personal information of donors and supporters to provide you with current information about our current services, special offers you may find of interest, changes to our organisation, or new services being offered by us or any company we are associated with. ACA may also use your personal information as part of our fundraising initiatives. By providing ACA with your personal information, you consent to us using your information to contact you on an ongoing basis for these purposes, including by mail, email, SMS, social media and telephone.

If you do not wish to receive marketing information or do not wish to be contacted by us for fundraising purposes, you may decline at any time to receive such information by contacting ACA using the contact details below. We will take all reasonable steps to meet your request at the earliest possible opportunity.

### **Storage and protection of information and data**

ACA takes all reasonable steps to protect all of the personal information ACA and third-party service providers store from misuse, interference and loss, and from unauthorised access, modification or disclosure. Personal information is stored for the required timeframes in accordance with the applicable legislative requirements, and when the information is no longer needed for any purpose for which the information may be used or disclosed, it will be destroyed or permanently de-identified. ACA may store your data in:

- electronic information management systems;
- web or cloud-based platforms;
- internal server storage;
- hard-copy files in locked cabinets;
- external server data storage used by ACA approved software systems;
- contracted third party database storage or cloud hosting services in Australia or overseas.

We engage third party data storage and cloud-based application providers that may transfer personal information outside Australia to countries whose privacy laws may not provide the same level of protection as Australia's privacy laws. When engaging third party offshore data storage or cloud-based application providers, ACA will take reasonable steps through our contract and agreement arrangements to try and make sure they are compliant with Australian Privacy Principles and the Australian Privacy Act. By providing ACA with your personal information, you give consent



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to us disclosing your information to entities located outside Australia and, when permitted by law to do so.

Hard copy information is stored in our offices when not in active use for the delivery of a program, which are secured to prevent entry by unauthorised people.

## **Disclosure of information and data relating to the people we support**

At the commencement of a program with ACA we will ask for consent to release information to relevant funding bodies, government or partnering organisations as detailed in your service agreement. In the course of providing our program, we may disclose your personal information to:

- companies and contractors retained to provide services for us, such as IT developers, lawyers, consultants and auditors, who will need to have access to your personal information to provide those services; and
- other individuals or companies consented to by you.

This consent will be updated whenever the intended use of the information needs to change. Consent to disclose information can be changed or revoked at any time by notifying ACA in writing.

ACA may disclose de-identified data to meet regulatory obligations or for other purposes (for example statutory reporting, research or quality assurance).

On occasion, ACA is required or authorised by law to disclose your personal information. For example:

- a court or other agency authorised by statute has issued a subpoena for specific information; or
- ACA is seeking information or has been requested to provide information under State or National legislation.

## **Disclosure of supporter information and data related to ACA Fundraising**

- Personal information is sometimes supplied to, or collected by, contractors who perform tasks on our behalf, and is de-identified where possible, for the purposes of fundraising. These contractors may include research agencies, telemarketing agencies, printers and mailing houses that send our letters.
- Wherever we propose to disclose your personal information to a third party not outlined above, we will provide you with a collection notice which explains the circumstances in which we might disclose your personal information and ensure you have the opportunity to opt-out.

## **Managing actual or potential privacy breaches**

ACA regularly reviews its data security systems and those of any engaged third-party providers to ensure that all data is kept secure and confidential according to the Australian Privacy Principles. In the unlikely event of a breach of ACA's data security, ACA follows the Privacy Amendment (Notifiable Data Breaches) Act 2017 requirements for informing the relevant stakeholders who provided the information as to the potential or actual breach.



### **Accessing & correcting information or lodging a query or complaint about privacy and data management**

We take reasonable steps to ensure that the quality of the information we hold about you is accurate, up-to-date, complete and relevant. You should contact us if you think your personal information is wrong. We will take reasonable steps to verify your identity before granting access or making any corrections to your information. If you would like to access or correct your personal information, have a query or complaint about how we manage your personal information, or would like to know more, please contact ACA on 02 6684 9304 or email [info@autismcampastralia.org](mailto:info@autismcampastralia.org)

If any National or State legislation prevents us providing access to, or amending your records, you will be given an explanation and told of the processes available to you. Any feedback or complaints provided to ACA will be managed through the relevant feedback and complaints management procedures.

### **Key Terms and Definitions**

**ACA Stakeholders** - organisations and individuals with whom ACA regularly interacts, namely users of the MasterClass platform, governments, donors & supporters, strategic alliance partners and ACA's staff, including paid employees, volunteers, contractors and Board Directors.

**Privacy** - in this policy means the protection from unwanted actions or unauthorised disclosure or use of personal information (including sensitive information) that is collected, stored, used or disclosed in any hardcopy, digital or immaterial form.

**Personal Information** - any information or an opinion about an identified or reasonably identified person, regardless if the information is true or is stored in a material form. This can be identifying information (e.g. name, contact details, etc.) and may include sensitive information, which is given additional protection in the Privacy Act (e.g. information regarding a person's health, political, philosophical or religious beliefs & affiliations, sexual orientation & practices, criminal record, etc.). Data in this policy refers to personal information, including sensitive information that is collected, stored, used or disclosed digitally.

### **Updates to this Privacy Statement**

ACA reserves the right (at its discretion) to modify, amend or to replace this Statement from time to time. ACA will post the modified, amended or new Statement to its website in place of the superseded Statement. ACA recommends that you regularly check its Statement to ensure that you are familiar with the most-up-to-date version.

### **External Framework**

The Privacy Statement demonstrates ACA's commitment to upholding all Australian Privacy Principles in respect to the privacy, dignity and confidentiality of all ACA stakeholders and management in all areas of service planning, development and provision in adherence with relevant legislative and regulatory frameworks, corporate business ethics and the National Standards for Disability Services Standard 1: Rights and Standard 6: Service Management.