

Privacy Policy

Commitment

Girls from Oz (g-oz) is dedicated to ensuring the privacy and security of all personal information collected from our participants, donors, employees, volunteers, host families and other parties that make contact with us. g-oz adheres to the Commonwealth Privacy Act 1988, its thirteen Australian Privacy Principles (APPs) and the Privacy Amendment (Notifiable Data Breaches) Act 2017 in so far as they apply to our organisation.

Definitions

- **Personal information** is information or opinion about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, financial information, phone number and date of birth (age).
- **Health information** is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status, medical history, and allergies.
- **Sensitive information** is information or opinion about a set of specific characteristics, including a person's legal guardianship parameters, racial or ethnic origin, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record. It also includes health information.
- An **eligible data breach** occurs if there has been unauthorised access to, or unauthorised disclosure or loss of, Personal Information that a reasonable person would conclude is likely to cause serious harm to individuals to whom the information relates.

What information do we collect?

g-oz collects the following types of information:

- personal, health, photos, and sensitive information about Travel Program participants, provided by participants, their family and others.
- personal information and photos about community participants and leaders, provided by participants, their family and others
- personal, financial, Working with Children Checks, health, photos, and sensitive information, as well as driver's licence details and public liability details as required, about job applicants, employees, volunteers and host families; provided by job applicants, employees, volunteers, host families and others.
- personal and financial information about donors; provided by donors and others.

How do we collect this information?

g-oz collects information in a number of ways, including:

- in person and over the phone: from participants and their family, employees and volunteers, host families and job applicants,
- from electronic and paper documentation: including job applications, employee and volunteer personnel paperwork, emails, invoices, donations, letters to g-oz, consent forms (for example: Travel Program permission forms),
- through online tools: such as g-oz's website, social networking services, apps and other software used by g-oz

Why do we collect this information?

The primary purposes for which g-oz collects personal information about participants and their families include:

- supporting participants' education needs and wellbeing
- providing the highest quality service available
- informing stakeholders about g-oz activities through e-newsletters and other publications including photos
- fundraising and marketing
- completing day to day administration and maintaining the good order and operation of our organisation
- fulfilling legal requirements including to allow g-oz to discharge its duty of care or make reasonable adjustments for students with additional needs.

The primary purposes for which g-oz collects personal information about employees, volunteers, donors and job applicants include:

- assessing applicants' suitability for employment or volunteering,
- administering employment and volunteer placement,
- supporting health and wellbeing,
- providing donation tax receipts and additional information,
- keeping them informed of g-oz activities through EDMs, annual reports and other publications including photos
- fulfilling various insurance obligations, including public liability and WorkCover,
- fulfilling legal obligations including employment and contractual and work health and safety,
- investigating incidents and responding to legal claims against g-oz.

When do we use or disclose information?

g-oz uses or discloses information consistent with privacy law (Cth), as follows:

1. For a primary purpose – as defined above.
2. For a related secondary purpose – for example, to enable g-oz to disseminate information to members of the Australian School of Performing Arts (ASPA) where necessary.
3. With notice and/or consent – including consent provided on a Media Consent Form for Community Program participants, the Permission Form for Travel Program participants, and the Agreement Form for employees and volunteers.
Unless g-oz is notified otherwise in writing, all Community Program participants, the successful selection of a student for a Travel Program, or appointment of an employee or volunteer, is taken as consent for g-oz to use photographs, audio and video recordings of sessions and performances, for educational purposes and in promotional material.
4. When necessary to lessen or prevent a serious threat to:
 - a person's life, health, safety or welfare
 - public health, safety or welfare
5. When required or authorised by law – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, complying with tribunal or court orders, subpoenas or police warrants.
6. To investigate or report unlawful activity, or when reasonably necessary for a specified law enforcement purpose.
7. To establish or respond to a legal claim.

g-oz employee and volunteer contact information, such as email addresses or phone numbers, may be disclosed to fellow g-oz employees and volunteers within the travelling team, for example, to establish team relationships or contact for g-oz-specific work commitments. Individuals are given the option to consent to this sharing of information when completing the employee/volunteer Agreement Form upon appointment.

Storing and Securing Information

g-oz takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. These steps include, but are not limited to:

- undertaking training and providing direction to employees and volunteers who handle private information,
- entering information into the ASPA customised, secure database system, as well as g-oz HR Master documents which is accessed on a 'needs-only' basis and is handled in a sensitive and secure way,
- destroying or de-identifying personal, health or sensitive information where g-oz no longer needs the information for any business purpose,
- archiving financial information in a secure location in accordance with the requirements of the Australian Taxation Office,
- implementing a Data Breach Response Plan in the event that g-oz experiences or suspects there may have been an eligible data breach. This response plan is intended to enable g-oz to contain, assess and respond in a timely fashion and to help mitigate potential harm to affected individuals, per the requirements of the Office of the Australian Information Commissioner.



Accessing Your Information

g-oz endeavours to take all reasonable steps to ensure that the personal information it holds is accurate, complete and up to date. All individuals, or their authorised representative(s), have a right to access, update and correct information that g-oz holds about them.

g-oz will only provide information and communications to host families who have a legal right to that information. g-oz host families may seek to update their personal information held by g-oz by contacting our office. g-oz employees and volunteers should update their personal information held by g-oz by contacting our office when necessary.

You have a right under the Freedom of Information Act to request access to documents that we hold – this request must be responded to within 30 days. Privacy Act (APPs 12 and 13). We will ask you to verify your identity before we give you access to your information or correct it, and we will try to make the process as simple as possible.

A handwritten signature in black ink, appearing to read "Kylie Lee-Archer".

Kylie Lee-Archer
General Manager

This policy will be regularly reviewed to take into account workplace and legislative change.

Date: July 2023