

Operational Policy

Privacy Policy



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Review Responsibility:	Volunteering Victoria Board

PURPOSE AND SCOPE

Volunteering Victoria Incorporated (**we, our, us**) recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information. This document is our privacy policy and it tells you how we collect, use, hold and disclose your personal information.

We respect your rights to privacy under the *Privacy Act 1988* (Cth) (**Act**) and, where we are required to do so, we comply with all of the Act's requirements in respect of the collection, management and disclosure of your personal information.

POLICY STATEMENT

What is your personal information?

When used in this Privacy Policy, the term 'personal information' has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

What personal information do we collect and hold?

We may collect the following types of personal information:

- name;
- mailing or street address;
- email address;
- telephone number;
- name of organisation you work or volunteer for;
- profession, occupation or job title;
- details of the products and services you have obtained from us or which you have enquired about, together with any additional information necessary to deliver those products and services and to respond to your enquiries;
- any additional information relating to you that you provide to us directly, or indirectly through our website or online presence, through our representatives or otherwise; and
- information you provide to us through our office, surveys or visits by our representatives from time to time.

We may also collect some information that is not personal information because it does not identify you or anyone else. For example, we may collect anonymous answers to surveys or aggregated information about how users use our website.

For what purposes do we collect, hold, use and disclose your personal information?

We collect personal information about you so that we can perform our activities and functions and to provide best possible quality of service. In general terms, our relevant activities and functions are:

- providing training and other events;
- providing membership services;
- advertising volunteer and paid positions online;
- answering volunteering queries; and
- providing information on our website and online presence.

We collect, hold, use and disclose your personal information for the following purposes:

- to provide products and services to you and to send communications requested by you;
- to answer enquiries and provide information;
- to assess the performance of the website and to improve the operation of the website;
- to conduct business processing functions, including providing personal information to information to our contractors or service providers;
- for the administrative, planning, product or service development, quality control and research purposes of Volunteering Victoria and our contractors or service providers;
- to provide your updated personal information to our contractors or service providers;
- to update our records and keep your contact details up to date;
- for the marketing (including direct marketing) purposes of Volunteering Victoria;
- to process and respond to any complaint made by you; and
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country.

We will not use or disclose your personal information for any secondary purpose, unless the following applies:

- that secondary purpose is related to the primary purpose for which the personal information was collected;
- you would reasonably expect the use or disclosure;
- we have an obligation to use or disclose the information or there is another permitted purpose; or
- you consent to the use or disclosure.

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

Security of personal information

We take reasonable steps to ensure your personal information is held in a secure format and protected from loss and misuse, as well as unauthorised access, modification, disclosure, alteration, or destruction. We may hold your information in either electronic or hard copy

form. Personal information is destroyed or de-identified as soon as practicable when no longer needed for the purpose it was collected.

We may hold the information we collect on systems managed and maintained by us and/or our third-party cloud storage service provider who may create a backup of our data and store that backup overseas. Any such backups of the data may be held in the United States of America, Canada, Singapore, the UK or within the European Economic Area. Otherwise, we do not, generally, disclose personal information to recipients outside of Australia.

As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission of information you communicate to us online. We also cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Accordingly, any personal information or other information which you transmit to us online is transmitted at your own risk.

An annual report shall be submitted to the Board to report on security of personal information. The structure and content shall be agreed between the CEO and Board.

Employee records

We rely on the employee records exemption set out in the Act meaning that we do not need to handle requests in respect of employee records in the same way as other types of requests under this Privacy Policy.

Links

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third-party website and we are not responsible for the privacy policies or the content of any third-party website. Third party websites are responsible for informing you about their own privacy practices.

PROCEDURE

How do we collect your personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. When collecting personal information from you, we may collect in ways including:

- through your access and use of our website or online presence (for example, Twitter);

- during conversations between you and our representatives; or
- when you complete a membership application; register to attend training and other events; subscribe to newsletters and other communications; advertise volunteer or paid roles through our online databases; or complete a survey.

1. Online forms

When you complete an online form which requests and collects personal information directly from you.

2. Cookies

In some cases, we may also collect your personal information through the use of cookies. When you access our website, we may send a "cookie" (which is a small summary file containing a unique ID number) to your computer. This enables us to measure traffic patterns, to determine which areas of our website have been visited and to measure transaction patterns in the aggregate. We use this to research our users' habits so that we can improve our online products and services. Our cookies do not collect personal information. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them.

We may log IP addresses (that is, the electronic addresses of computers connected to the internet) to analyse trends, administer the website, track users' movements, and gather broad demographic information.

3. Direct marketing materials

We may send you direct marketing communications and information about our products and services that we consider may be of interest to you. These communications may be sent in various forms, including mail, SMS, and email, in accordance with applicable marketing laws, such as the *Spam Act 2003* (Cth). If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. In addition, at any time you may opt-out of receiving marketing communications from us by contacting us (see the details below) or by using opt-out facilities provided in the marketing communications and we will then ensure that your name is removed from our mailing list. We do not provide your personal information to other organisations for the purposes of direct marketing.

What happens if we can't collect your personal information?

If you do not provide us with the personal information described above, some or all of the following may happen:

- we may not be able to provide the requested products or services to you, either to the same standard or at all;
- we may not be able to provide you with information about products and services that you may want; or
- we may be unable to tailor the content of our websites to your preferences and your experience of our websites may not be as enjoyable or useful.

To whom may we disclose your information?

We may disclose your personal information to:

- our employees, volunteers, contractors or service providers for the purposes of operation of our website or our business, fulfilling requests by you, and to otherwise provide products and services to you; and
- any organisation for any authorised purpose with your express consent.

Our contractors or service providers may include, without limitation: our website developer, the providers of any systems such as Membes, Viktor Online (Volunteering Western Australia and Eduka), web hosting providers, IT systems administrators, mailing houses, couriers, payment processors, data entry service providers, electronic network administrators, debt collectors, and professional advisors such as our accountant, business advisors and solicitors.

Disclosure of Personal Information

Personal information may be disclosed in a number of circumstances including the following:

- to third parties where you consent to the use or disclosure; and
- where required or authorised by law.

How can you access and correct your personal information?

You may request access to any personal information we hold about you at any time by contacting us (see the details below).

Where we hold information that you are entitled to access, we will try to provide you with suitable means of accessing it (for example, by mailing or emailing it to you). We will not charge for providing your personal information to you and will not charge for making any corrections to your personal information.

There may be instances where we cannot grant you access to the personal information we hold. For example, we may need to refuse access if granting access would interfere with the privacy of others or if it would result in a breach of confidentiality. If that happens, we will give you written reasons for any refusal.

If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment then we will add a note to the personal information stating that you disagree with it.

What is the process for complaining about a breach of privacy?

If you believe that your privacy has been breached, please contact us using the contact information below and provide details of the incident so that we can investigate it.

Contacting us

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please contact us using the details set out below.

We will treat your requests or complaints confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in timely and appropriate manner.

Please contact us at:

Volunteering Victoria

Post: Our Community House,

552 Victoria Street

North Melbourne VIC 3051

Tel: 03 9052-4524

Email: info@volunteeringvictoria.org.au

Changes to our privacy policy

We may change this privacy policy from time to time. The latest version of this policy will be available on our website (<http://www.volunteeringvictoria.org.au>).

RELATED DOCUMENTS

- Privacy Act Legislation - [Privacy Act 1988 \(legislation.gov.au\)](http://legislation.gov.au)
- [Membership Policy](#)
- [Website Terms of Reference](#)

PRIVACY STATEMENT

Volunteering Victoria Incorporated (**we, our, us**) is committed to protecting the privacy of personal information which we collect.

Privacy Collection Notice: Online

This collection notice relates to personal information collected by us in connection with our website.

<i>Who is collecting the information?</i>	<p>Volunteering Victoria Incorporated</p> <p>Our contact details are as follows:</p> <p>Phone: (03) 9052 4524.</p> <p>Email: info@volunteeringvictoria.org.au.</p>
<i>How is the information collected?</i>	<p>Personal information</p> <p>Personal information is collected with your consent and in accordance with our privacy policy.</p> <p>Personal information will be collected where you send us an email, contact us by phone, or input your personal details on the relevant parts of our website, for example, the 'Subscribe to our newsletter' part.</p> <p>Our online forms ask for a limited amount of personal information for contact purposes, such as an email address or telephone number. You have the choice of whether or not to provide additional personal information.</p> <p>Web information</p> <p>We also collect metadata relating to website usage, including by using cookies, for statistical and administrative purposes. The types of information collected include your server address, domain name or IP address, the date, time and duration of the visit, the pages accessed, and documents downloaded, and other information.</p> <p>If you do not wish to receive any cookies you may set your browser to refuse cookies. However, this may impact on website functionality and the services provided to you.</p>
<i>Is the collection required under a law or Court order?</i>	No.
<i>What are the purposes of collection?</i>	Information provided to us either directly or indirectly through these forms will be used for the purposes of answering your enquiry or adding you to the relevant mailing list selected by you. The information may be used for other purposes as set out in our privacy policy.
<i>What happens if we don't collect this information?</i>	If we do not collect this information, we may not be able to deliver the requested services to you.

Can you be anonymous?	You can request to be anonymous by contacting our privacy officer on [insert]. In certain circumstances, this may impact on whether we can provide the requested service to you.
To whom do we share this information?	We may share this information with our service providers, such as information technology service providers (who provide marketing, data processing or storage services).
Do we share the information overseas?	Generally no, although on occasion we contract with service providers overseas and backups of data stored on our cloud servers may be replicated on other servers hosted overseas.
How can I access and seek correction of this information?	Information about how to access and seek correction of personal information we hold about you is contained in our privacy policy.
How can I complain?	Information about how to complain is contained in our privacy policy.
