

Policy Date: June 2022

PRIVACY POLICY

The Men's Table is committed to protecting privacy when we provide our services to you. This policy outlines our obligations to you in respect of how we manage your personal information in accordance with any obligation that may apply.

We are committed to complying with the *Privacy Act 1988* (Cth) (Privacy Act) and other relevant state laws in relation to the management of Personal Information (even if these laws do not apply to The Men's Table).

The Privacy Act sets out the Australian Privacy Principles (APPs), which detail how a business may collect, use, disclose, store, secure and dispose of your Personal Information. This Policy describes how we comply with these obligations.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au.

WHAT IS PERSONAL INFORMATION?

Personal Information is information or an opinion that identifies or reasonably identifies an individual.

We collect the Personal Information you provide to us. Examples of Personal Information we collect may include your: name, address, email address, phone number and, age or date of birth. If you make a donation to us, you may also provide credit card details and other information which will allow us to process your request and make the transaction.

This Personal Information is obtained in many ways including Entree and training registration, through discussions, meetings, events, correspondence, telephone, email, when you interact with us online including via our website themenstable.org, from your website, through social media, donations, from media and publications, from other publicly available sources, from cookies, from surveys and questionnaires and from third parties. We also collect Personal Information when you join our Table or apply for a position with us, either as an employee, volunteer or contractor.

HOW DO WE USE PERSONAL INFORMATION?

We collect your Personal Information for the primary purpose of providing our services to you or for you to work for us, so you can receive information or become involved in our Tables or other initiatives and for providing information to our clients and marketing.

We may also use your Personal Information for secondary purposes related to the primary purpose in circumstances where you would reasonably expect such use or disclosure.

Personal Information may be provided to third parties where services relating to the purpose for which the Personal Information is collected are outsourced or you would reasonably expect us to disclose it to a third party for a particular purpose.

You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

You do not have to provide us with your Personal Information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your Personal Information, we may not be able to provide you with our services or otherwise interact with you.

WHAT IS SENSITIVE INFORMATION AND HOW DO WE USE SENSITIVE INFORMATION?

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose;
- With your consent; or
- Where required or authorised by law.

THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case, we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

The Men's Table website(s) may contain links to websites operated by third parties. If you access a third party website through our website(s), Personal Information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices of any third party provider or website and we are not responsible for the privacy policies or the content of any third party provider or website. Third party providers / websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

DISCLOSURE OF PERSONAL INFORMATION

Your Personal Information will only be disclosed to third parties in accordance with this Policy. Your Personal Information may also be disclosed as follows:

- where you have consented to the disclosure;
- where disclosure is necessary to prevent injury to life or health; or
- Where required or authorised by law.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. This includes taking measures to restrict access to only personnel who need that personal information to effectively provide services to you and having technological measures in place (for example, anti-virus software, fire walls). However, no data transmission over the internet or information stored on servers accessible through the internet can be guaranteed to be fully secure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or de-identify your Personal Information.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

The Men's Table will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

POLICY UPDATES

This Policy may change from time to time and is available on our website.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries about our Privacy Policy or complaints about your privacy then please contact us at:

The Privacy Officer
The Men's Table
c/- 323 Princes Highway
Banksia NSW 2216