

Privacy policy

Purpose

This policy sets out:

- what types of personal information the South Australian Rainbow Advocacy Alliance Inc. (SARAA) collects and how SARAA collects it
- how SARAA uses personal information
- when SARAA may share your personal information
- steps SARAA takes to keep your personal information secure.

Objective

Personal information helps SARAA advocate, inform and educate effectively for LGBTIQ+ South Australians.

SARAA is committed to protecting the privacy of personal information which SARAA collects, holds and uses.

Scope

This policy applies to all personal information collected and stored by SARAA.

Definitions

'De-identified information' is personal information that no longer identifies or could reasonably identify a person. De-identified information is not 'personal information'.

'Personal information' means any information, or an opinion, that could identify a person, for example, a person's name, address, phone number, photographs, employee record.

'Sensitive information' means information or an opinion about a person's:

- racial or ethnic origin
- political opinions or associations
- religious or philosophical beliefs
- trade union membership or associations
- sexual orientation or practices
- criminal record

- health or genetic information
- some aspects of biometric information.

SARAA recognises that inappropriate handling of sensitive information can have negative consequences for a person and applies a higher level of privacy protection to sensitive information.

'We', 'Us' and 'Our' means the South Australian Rainbow Advocacy Alliance Inc. (SARAA).

Policy

Collecting personal information

SARAA works to achieve an LGBTIQ+ inclusive, healthy and safe South Australia. We collect, hold and use personal information to help us achieve our vision, mission and objectives.

We only collect personal information that's reasonably necessary to achieve this vision, mission and objectives.

We collect personal information when:

- a person engages directly with us, for example attend an event, volunteer, apply for a job with us, phone us
- a person signs up to updates, donate or take action through SARAA's website
- a person engages with our social media platforms
- from third parties including trusted non-government organisations and reputable marketing list brokers who you've given consent to share your personal information to
- when someone tells us about you.

Information we collect includes, but isn't limited to:

- personal details, for example name, contact details, address, pronouns
- financial information, for example debit card details, bank details, donation history
- details about your gender, sexual orientation, variation of sex characteristics, disability, racial or ethnic origin, classed as sensitive information.

We'll take steps to explain why we're requesting your personal information and what we'll do with it when we request it.

If you're under 18, we encourage you to get your parent's or guardian's permission before you send any information about yourself (your name, address, e-mail address, etc.) to us or anyone

else over the internet. We encourage parents to help your child to stay in control of their personal information online.

Using personal information

We collect your personal information to:

- effectively advocate for LGBTIQ+ communities
- communicate information about our organisation, projects and campaigns
- provide you with opportunities to contribute to and participate in our campaigns, events and other work
- understand who's represented in our community
- understand your priorities, values and opinions and what you're passionate about so we can better communicate with you and advocate for issues you care about
- inform and improve our organisation, for example by analysing our impact, and improving our activities.

We use your personal information with your consent, or to comply with our legal and regulatory obligations.

We may share your personal information confidentially with third party agents, suppliers and advisors when they're supplying us services so we can do our work. In these situations your personal information may be stored in Australia or overseas as some of our suppliers are based overseas, for example service provider databases, payment processing services. SARAA takes reasonable steps to ensure that third party agents we use comply with Australian Privacy Principles in the *Privacy Act 1988 (Cth)*, or is subject to another law or scheme that is substantially similar to the Australian Privacy Principles.

In rare cases, we may use or disclose personal information where it's reasonably necessary and permitted by law, such as to lessen or prevent serious threats to life, health or safety, or as part of legal proceedings.

SARAA does not rent, share, sell or trade supporter e-mail addresses and telephone numbers or information about what activities or donations supporters have undertaken on our website.

Keeping personal information safe

We ensure reasonable safeguards are in place to keep personal information safe from misuse, interference, loss, and unauthorised access, use, modification, or disclosure.

Safeguards are in place include, but aren't limited to:

- de-identifying personal information where possible

- storing personal information in secure databases and secure third-party providers
- ensuring our third-party providers commit to complying with industry security standards
- verifying the identity of anyone requesting access to personal information
- only provide our staff and volunteers with access to personal information where it's reasonably necessary to perform their role
- monitoring who has access to personal information we hold
- ensuring staff and volunteers undergo appropriate screening checks
- ensuring staff and volunteers comply with SARAA's Code of Conduct
- making our Privacy policy publicly available on our website people who engage with us know their privacy rights.

Accessing and updating your personal information

If you receive an email through our mailing list, you can update your subscription options and details using the link in the email.

Otherwise you can contact chair@saraa.org.au to either:

- update your personal information, for example name, pronouns, gender
- opt-out of receiving communications from us
- check, access or correct the information we hold about you
- tell us you no longer want your information to be used or held by SARAA.

You'll need to provide identification so we can ensure you're the person the personal information relates to.

We'll take reasonable steps to honour your request. Please allow us 30 days to respond.

In some cases, we'll need to refuse your request, for example where granting your request would infringe someone else's privacy or would be unlawful. If we're not able to help you with your request, we'll provide you with a written explanation.

Concerns, questions or complaints

If you have any concerns, questions or complaints about how SARAA uses or collects your personal information, contact us at chair@saraa.org.au and we'll attempt to resolve the issue.

Related documents

SARAA documents

Children and young people safety policy

External documents

Privacy Act 1988 (Cth)

[Your privacy rights](#) - Office of the Australian Information Commissioner

[Tips for how to stay safe online](#) - eSafety Commissioner, Australian Government

Disclaimer

This guideline can be changed, withdrawn or replaced at any time. The latest version of this policy will always be available on our website.