

Privacy Statement

Purpose

As the National peak body for Intellectual Disability, Inclusion Australia is the trusted and authentic national voice of people with an intellectual disability and their families. This policy explains how Inclusion Australia handles personal information following Australian Privacy laws.

Inclusion Australia is dedicated to ensuring our practices are managed in accordance with the Australian Privacy Principles outlined in the Commonwealth of Australia Privacy Act (1988).

Inclusion Australia is committed to protecting the privacy and confidentiality of any personal information that is collected, stored or administered through contact with our organisation.

What is personal Information?

Personal Information is information that directly or indirectly identifies a person. This includes but is not limited to a person's name, phone number, home address, email address, place of work, and other identifying information, such as health data and geographical location.

Inclusion Australia will only collect sensitive information (As defined by the Privacy Act (1988) with an individual's consent or if required by law.

Why Does Inclusion Australia Collect Personal Information?

Personal Information is only collected by Inclusion Australia when it is reasonably necessary for carrying out primary functions and as a legal requirement. Some examples of this include:

- Surveys, questionnaires and research

- Newsletters and publications
- Advocacy and campaigns
- Recruitment and employment
- Accessibility and reasonable adjustments
- Governance reporting
- Reporting to government agencies or funding bodies
- When responding to feedback or complaints
- For other purposes, where consented to or permitted by law

What kind of Personal Information does Inclusion Australia collect?

Inclusion Australia may collect personal information from individuals engaged in our operations and activities. This can include users of our services, employees, job applicants, donors, volunteers, sponsors, health professionals, suppliers, and service providers.

The personal information collected could include the following:

- Name
- Date of birth
- Email address, phone number or other contact information
- Demographic Information
- Signature
- Driver's license number
- Tax file number or other financial information

How does Inclusion Australia collect and use Personal Information?

Inclusion Australia collects personal information in a number of ways, including:

- Directly from an individual, either in person, over the phone or by email
- From third parties where authorisation from an individual has been obtained
- Through our website, including through forms on our website

Personal Information collected by Inclusion Australia may be used for the following activities:

- To inform submissions and publications on disability related matters
- To advocate for individuals with disability

- To deliver updates on our services and publications
- To investigate enquiries and feedback or resolve complaints
- To recruit and manage staff and volunteers
- Meet workplace safety obligations

Deidentified information may also be used to meet Inclusion Australia's reporting obligations.

Disclosure of personal information

If information collected by Inclusion Australia is required for use other than for the primary reason for which it was collected, consent from the individual involved will be obtained.

Inclusion Australia might need to disclose personal information for the following reasons:

- As part of an investigation or reporting of unlawful activity
- As part of prevention, detection, investigation or remedying of seriously improper conduct
- Preparation for or conduct of proceedings before any court or tribunal or implementation of the orders of a court or tribunal

Should these types of disclosures be required, Inclusion Australia will take appropriate steps to ensure the individual involved is informed promptly.

Storage, Destruction and Deidentification of Personal Information.

Inclusion Australia will implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.

All personal information will be destroyed once the purpose for which it was collected has expired, including from decommissioned devices. We will destroy or deidentify personal information upon reasonable request.

Complaints about Privacy and Confidentiality Procedures at Inclusion Australia

Any concerns or complaints about a possible breach of privacy by Inclusion Australia should be reported to the CEO ceo@inclusionaustralia.org.au

Feedback and complaints will be investigated.

If you feel that Inclusion Australia has not resolved your complaint satisfactorily, the matter should be referred to the Office of the Australian Information Commissioner at www.oaic.gov.au

Compliance with Inclusion Australia's Privacy Policy

Inclusion Australia is committed to ensuring that all staff, board members and volunteers are made aware of the contents of this policy and their legal and ethical obligations under it.

Inclusion Australia will ensure that all staff, board members and volunteers receive a copy of this policy and that they will receive necessary training and support to comply with it.

Inclusion Australia will include this policy on its website.

Responsibilities

The Inclusion Australia Board of Directors is responsible for adopting the Privacy and Confidentiality Policy.

The CEO of Inclusion Australia is responsible for monitoring changes in Privacy legislation and informing the Board of Directors about the need to review the Privacy and Confidentiality Policy.