

1 Purpose

Doxa Youth Foundation (Doxa) needs to collect certain personal information in order to properly carry out its functions and activities. The types of information Doxa collects will depend on the circumstances of the individual's involvement or contact with the organisation.

2 Scope

This Policy applies to participants in Doxa's programs, workshops, events and services, supporters, donors, individuals who use Doxa's website, social media and apps, and staff. For the purposes of this Policy, "staff members" will include:

- Doxa employees
- Doxa's Board of Directors;
- Doxa Cadets and volunteers;
- Contractors/sub-contractors/consultants and their employees whilst engaged on Doxa work.

3 Legislative responsibilities

Doxa adheres to the requirements of the Privacy Act 1988 (Privacy Act) which regulates how personal information is handled.

Personal Information includes information about an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not, and includes "sensitive information" as defined in the Privacy Act. The Privacy Act is available at the Office of the Australian Information Commissioner: www.oaic.gov.au/privacy-law/privacy-act .

4 Collection of personal information

In order to provide programs and services to you, Doxa may ask for personal information such as name, address, telephone number or email address. The personal information Doxa collects depends on the dealings with Doxa.

4.1 When and why we may collect personal information

Examples of when and why we may collect personal information include, but are not limited to:

- when Doxa's programs, workshops and events receive registrations,
- when a donation is made,
- when information is provided via social mediapages,
- when an enquiry is sent or feedback is provided,
- to provide ongoing information about Doxa that may be of interest,
- e-mail and 'e-newsletters' sent from Doxa,
- any job application that is being processed, under review or under consideration,

- administration and communication with contractors or suppliers of goods or services to Doxa.

Generally, there is no obligation to provide any information requested. If a choice has been made to withhold requested information however, there may be a risk of not allowing people to participate in Doxa programs, workshops and events, receive services, upload or enter information on Doxa's website, donate to Doxa, be recognised by Doxa, or receive communications from Doxa.

4.2 Collection of personal information through websites, social media and apps

Information is automatically collected through Doxa's websites, social media and apps, through cookies or by other electronic means. Cookies are small text files that websites or apps may place on computers or devices, and are used to recognise repeat users of websites and remember user preferences.

Doxa may collect this information both anonymously and in relation to personal user accounts. Cookies may also be used to allow the website to track usage behaviour and aggregate data to allow Doxa to customise a user's experience on their websites. This information is used and disclosed by Doxa for purposes including statistical analysis, and to assist in the improvement of functionality and usability of the website and apps.

4.3 Who we disclose your personal information to

Doxa may provide your personal information on a confidential basis to third parties to achieve the purposes specified in the collection of personal information. These parties may include third parties who provide products and services to Doxa or through Doxa, authorised representatives, and third party service providers who are appointed by Doxa in the ordinary operation, administration or promotion of the business.

Generally, Doxa will only disclose personal information to these parties:

- for the purposes set out in this Privacy Policy or any agreement entered into with Doxa, and for the promotion of the interests of young people who Doxa are working with;
- if otherwise required or authorised by law, including the Australian Privacy Principles under the Privacy Act;
- if the disclosure is made with consent.

Some of the personal information may be disclosed, processed or stored overseas by Doxa or by a third party service provider solely for the purposes described in this Privacy Policy.

5 Access to, and updating of personal information

5.1 Access to personal information

You are entitled to access personal information that Doxa holds about you. If a request is made to access personal information, Doxa will grant the request unless the provision of access would unreasonably impact upon the privacy of others or unless Doxa are otherwise permitted under the Australian Privacy Principles not to provide access.

If Doxa refuses the request to access the personal information, it will provide reasons for the refusal unless it is unreasonable to do so. Doxa may ask for verification of identity before processing any access or correction requests to ensure that the personal information held is properly protected.

A request to access contact and profile information can be made by contacting Doxa at info@doxa.org.au.

5.2 Updating personal information

Doxa takes all reasonable steps to ensure that all information held is as accurate as possible. Doxa welcomes any changes to personal details to keep records up to date.

A request to update contact and profile information can be made by contacting Doxa at info@doxa.org.au.

5.3 Opting out of marketing communications

Doxa aims to provide relevant information to its community.

A request to opt out of receiving marketing-related content such as e-newsletters, fundraising requests and event invitations can be made by contacting Doxa at info@doxa.org.au.

6 Security of personal information

Doxa aims to keep all personal information secure and any personal information that is collected via Doxa's website or which is held on Doxa's computer systems is protected by safeguards including physical, technical (firewalls, SSL encryptions etc) and procedural methods.

Personal information that is held by Doxa in hard copy is stored securely on its premises and is only disclosed or used for the purposes described in this Privacy Policy. All incident reports, media consent forms and application forms of any variety are kept on file for seven years and then destroyed in a secure manner.

7 Further queries about Doxa's use of your personal information

If there is a query or concern about this Privacy Policy or how Doxa maintains privacy contact may be made in any of the following ways:

- by email at info@doxa.org.au,
- by phone on 03 9046 8200,
- in writing to: PO Box 13121, Melbourne Law Courts, VIC 8010.

Doxa will investigate the query or concern within a reasonable period of time and will notify the outcome of the investigation.