

## Privacy Policy

The Beacon Foundation ACN 129 090 464, a public company limited by guarantee ("Beacon" or "us" or "we" or "our") understands that your privacy is important to you.

This policy explains how we manage the personal information that Beacon collects and how to contact us if you have any queries about how we manage your personal information.

In summary, personal information is information or an opinion (whether true or not) about an identified, or reasonably identifiable, individual.

Beacon may, from time to time, review and update this policy. Amended versions will be posted to our website at [www.beaconfoundation.org.au](http://www.beaconfoundation.org.au). All personal information held by Beacon is governed by the policy as most recently posted on our website.

If you wish to make any inquiries regarding this policy, you should contact Beacon by emailing [beacon@beaconfoundation.org.au](mailto:beacon@beaconfoundation.org.au).

### What Personal Information is collected

Beacon may collect your personal information when you deal with us (for example, when you register for a program, complete a survey or make a payment). The kinds of personal information that we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a participant, donor, partner, volunteer or in some other capacity.

Typically, we collect the following kinds of personal information if you are:

- A participant in one of our programs: information may include but not limited to name, age, gender, school, email address or phone number or photos. This may include sensitive information about you (such as information about your race or ethnicity).
- A volunteer with us: name, job title, email address, or phone number.
- A donor: organisation name, and key contact details including name, address and phone number.

Beacon will not collect personal information about you unless that information is necessary for one or more of our functions or activities. Beacon will collect personal information from you only by lawful and fair means and not in an intrusive way.

## **How your Personal Information is collected**

We collect personal information about you in three main ways:

- You provide some of it directly (such as when you participate in our programs, events or promotions or make a donation to us).
- Most of your personal information is collected this way. Where sensitive information about a child is collected (such as information about health, race or ethnicity), we will obtain the parent or guardian's consent for the collection of that information.
- We record some of it automatically (such as with technologies like cookies).
- This happens when you visit our website. If you do not want your information to be recorded automatically, most internet browsers have a facility that will allow you to disable cookies altogether.
- We receive some of it from third parties.

Common examples include schools whose students participate in and businesses whose employees are involved with our programs.

## **How your Personal Information is used and disclosed**

Personal information is used and disclosed by Beacon for a range of purposes, including to:

- Answer your queries and requests;
- Assess and process applications or requests for our services, including participation in any of our programs;
- Develop and customise Beacon's programs and services;
- Evaluate the effectiveness of Beacon's programs and services;
- Undertake research – but we will seek your consent before using your personal information for research;
- Manage our relationships with our donors and partners (including prospective donors and partners), suppliers and volunteers; and
- Provide promotional communications about Beacon, including news and information about our services and events that may be of interest to you.

You can choose at any time not to be involved in research or to receive promotional communications from us by emailing [beacon@beaconfoundation.org.au](mailto:beacon@beaconfoundation.org.au).

The consequence of not providing your personal information to Beacon is that we may not be able to provide you with our services and other assistance that you seek.

### **Third parties to whom we disclose Personal Information**

Beacon does not sell, rent or trade personal information about you to or with third parties. Personal information may be disclosed outside of Beacon in the following circumstances:

- Disclosures to external service providers who help us operate our business  
Common examples include: third party data storage providers, information technology service providers, and marketing and communications agencies.
- Disclosures overseas  
In some cases, your personal information may be disclosed to providers located outside Australia. Some of our providers store data in overseas locations, including but not limited to USA and Canada.
- Disclosures required or permitted by law  
Otherwise, Beacon will only disclose personal information if this is required by law or permitted under the *Privacy Act 1988* (Cth).

### **How your Personal Information is protected**

Beacon aims to keep your personal information secure by taking reasonable steps to prevent it from being misused, interfered with or lost, and to prevent unauthorised access, modification or disclosure.

### **Access to and correction of your Personal Information**

Under the *Privacy Act 1988* (Cth), you have the right to:

- Seek access to any personal information that Beacon holds about you; and
- Ask us to update or correct your personal information when it is inaccurate, incomplete or out-of-date.

Please contact us (details provided at the end of this policy) if you would like to access or correct the personal information that we hold about you. We will generally provide you with access to your personal information, but may charge a fee to cover the cost of retrieving the information and supplying it to you.

If Beacon refuses your request to access your personal information, we will provide you with reasons for our refusal.

### **Resolving concerns**

We try to meet the highest standards in order to protect your privacy. However, if you have any concerns about the way your personal information is managed by Beacon, please let us know by setting out your complaint in writing (contact details provided below).

We will deal with your concerns as soon as possible and will endeavor to get back to you within a reasonable timeframe.

### **How to contact us**

You can obtain copies of your personal information held by Beacon (subject to law), correct personal records, obtain further information or lodge a complaint by:

Phone: +61 (0)3 6234 4155

Email: [beacon@beaconfoundation.org.au](mailto:beacon@beaconfoundation.org.au)

Post: Beacon Foundation  
40 Molle St  
HOBART TAS 7000  
AUSTRALIA

**Version Control Table**

<b>Version</b>	<b>Revision Description</b>	<b>Date Revised</b>	<b>Prepared by</b>	<b>Approved by</b>
1.0	New Document	Nov-2019	HR Coordinator	CFO
1.1	Formatting changes only	Dec-2020	HR Coordinator	CFO
1.2	Review	07/09/2022	HR Coordinator	