# Privacy Policy

Beacon Foundation Limited 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.

We are committed to complying with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and the Notifiable Data Breaches (NDB) Scheme.

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. All personal information held by Beacon is governed by the most recently posted policy on Our website.

If you wish to make any inquiries regarding this policy, you should contact Beacon by emailing 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 may collect the following kinds of personal information if you are:

- **A current or former participant in one of Our programs**: information may include but not limited to name, age, gender, school, email address, phone number, state, quotes and testimonials, photos or recordings. This may include sensitive information about you (such as information about your race or ethnicity). Sensitive information will only be collected with your consent or as otherwise permitted by law.
- **A volunteer with Us**: name, job title, employer, email address, phone number, state, quotes, photos, records of Our communications with you.
- **A donor**: organisation name, and key contact details including name, address and phone number, records of Our communications with you.
- **In some other capacity**: name or organisation, key contact details including email or IP addresses, website usage analytics data, phone number, or records of Our communications with you.

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, complete a survey or form, give a written or verbal quote or testimonial, or make a donation to Us. Most of your personal information is collected this way. If we need to collect any sensitive information about a child, we will only do so with the prior consent of their parent or guardian.
- **We record some of it automatically:** such as with technologies like cookies when you visit Our website, you may also opt out of analytics tracking via cookie controls or browser-based opt-out tools.
- **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.
- In some cases We may be required by law to collect certain types of personal information about you.

## How your Personal Information is used and disclosed

Beacon may use and disclose your personal information for any of the following purposes:

- 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;
- Advertise and promote Beacon's programs and services in printed and electronic publications, via social media campaigns, or on websites;
- Undertake research and program evaluation using de-identified data wherever possible;
- 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.

We use third-party service providers such as cloud-based CRM systems, including email marketing, online payment processors, and data storage providers.

We may also use and disclose your personal information for any other purposes as authorised by you, or in accordance with your requests or instructions.

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 or by following the "unsubscribe" link in Our communication.

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, including but not limited to the United States and Canada. We take reasonable steps to ensure these overseas recipients comply with the Australian Privacy Principles, including through contractual privacy clauses and provider due diligence.
- **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 held and 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.

We apply a range of administrative, technical, and physical safeguards including multi-factor authentication, password protection, restricted staff access, staff privacy training, secure disposal processes, and encrypted cloud storage.

Beacon takes reasonable steps to ensure that any of your personal information which We hold is accurate, complete and up-to-date. These steps include promptly updating personal information when We are advised that the information has changed, checking Our contact lists for accuracy, and providing individuals with a simple means to update their personal information.

We store personal information for as long as it is needed for the purpose for which it was collected or as required by law. We generally store the personal information that We collect in electronic databases, some of which may be held on Our behalf by third party data storage providers. Sometimes We also keep hard copy records of this personal information in physical storage facilities. We use a range of physical and technical security processes and procedures to protect the confidentiality and security of the information that We hold.

## 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 an administration fee to cover the cost of retrieving the information and supplying it to you. We will inform you of this before proceeding.

There may be some cases where We are unable to provide the information you request, such as where it would interfere with the privacy of others or result in a breach of confidentiality. If Beacon refuses your request to access your personal information, We will provide you with reasons for Our refusal.

## Cookies

We use cookies to monitor and observe your use of Our websites and electronic forms, collect data about that use, and provide you with a more effective service. "Cookies" are small text files created and stored on your hard drive by your internet browser software, in order to hold relevant information about the web page you are currently viewing.

Please refer to your browser's help menu to find out how to disable cookies. While you will still be able to browse Our websites with cookies disabled on your internet browser, some website functionality may not be available or may not function correctly.

## Email Tracking

Some of Our emails to you use tracking codes. We use this information to measure engagement, improve communications, and ensure that content is relevant. You may opt out by unsubscribing or adjusting your email client settings

## Data Breaches

In the event of a data breach, We will assess the incident promptly. If the breach is likely to result in serious harm to individuals, We will notify affected individuals and the Office of the Australian Information Commissioner (OAIC) in accordance with the Notifiable Data Breaches Scheme.

## 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.

If We have not responded to you within a reasonable time or if you feel that your complaint has not been resolved satisfactorily, you can contact Us to discuss your concerns. You are also entitled to make a complaint to the Office of the Australian Information Commissioner (OAIC). Contact details can be found at the OAIC's website: www.oaic.gov.au

## 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

Post: Beacon Foundation
40 Molle St
Hobart, TAS 7000
Australia

## Version Control Table

| Version | Revision Description | Date Revised | Prepared by | Approved by |
|---|---|---|---|---|
| 1.0 | New Document | Nov-2019 | HR Coordinator | CFO |
| 1.1 | Formatting changes only | Dec-2020 | HR Coordinator | CFO |
| 1.2 | Review | Sep-2022 | Karen Wheelton | CFO |
| 1.3 | Review | Feb-2026 | CFO | Board |