



Privacy Policy for website

Introduction

The purpose of this Privacy Policy is to outline how the Women's Centre for Health Matters (WCHM) handles, uses and manages personal information consistent with the Australian Privacy Principles set out in the *Privacy Act 1988 (Commonwealth)*. It describes how WCHM manages any personal information that it collects; the types of personal information held, and for what purposes; and how that information is collected, held, used and disclosed.

This policy also applies to organisations that WCHM auspices.

Definition of 'personal information'

The Privacy Act defines personal information as: ...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

Why WCHM collects personal information

WCHM will not collect personal information unless that information is reasonably necessary for our organisation's functions and activities. WCHM collects personal information about you:

- **Because you have provided it to us** - for instance if you become a WCHM member; contact us to make comments, complaints or to ask us a question; subscribe to our mailing list or an email list; participate in our social research (including online surveys, interviews or forums); participate in one of WCHM's special interest groups; or you interact with one of our online services
- **Because we would like to improve our services** - for instance through the collection and analysis of surveys of our Members or stakeholders, or the use of cookies online (for example to identify what are the most popular areas of our website)
- **Because you work for us** or apply for a job with us;
- For purposes directly related to any of the above.

How WCHM collects and uses personal information

There are two types of information or data that WCHM may collect from you:

1. Information that you specifically give us about yourself, such as when you are filling in a form or sending an email to us. The information that you give may be:
 - Personal information that is required – in some instances we need to collect personal information such as your name, address, contact details email address, and age if you wish to become a WCHM member or to nominate to become a Board member, or to participate in a WCHM activity or event.
 - Personal information that is optional – some personal information that you provide is completely up to you, such as when you participate in WCHM's social research or surveys you can choose to remain anonymous or to disclose personal information.
 - Permission to use your information for a specific purpose – sometimes you will be asked to confirm that you agree to a particular activity, such as when you agree to participate in an interview for social research, or to receive a newsletter.

- Personal information that may link to you from requests you make – for example we may store records of information such as the comments you make to us through the ‘Contact us’ page on our website.
2. Data we collect that tracks your activity – WCHM may automatically gather information to monitor the use of our website and Facebook sites like the numbers and frequency of visitors, and the pages you view or the links that you click on. This information helps us to report on the use of WCHM’s website and Facebook sites, and to improve these by learning what is being used or not used. This data is usually collected using ‘cookies’ which are small files that are stored on your browser (a cookie does not identify you personally but it does identify your computer.). You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance.
 3. Data to prevent illegal activities – for example we screen for undesirable or abusive activity in our email system through an automated spam filtering system and automated virus scanning of attachments.

How WCHM holds personal information

WCHM will use all endeavours to ensure that the information we have about you is protected from misuse, loss, and unauthorised access, modification or disclosure, other than in accordance with the *Privacy Act 1988 (Commonwealth)*.

Your personal information may be stored either in hard copy or electronic form in our files/and or IT systems. We keep this information in accordance with the WCHM Record Management Policy which details how and for how long WCHM is required to maintain such records under some laws.

Personal information can only be accessed by WCHM in the performance of their duties. Some of the ways that WCHM ensures the security of your information is through confidentiality requirements for our employees; storage of personal information in lockable cabinets; security measures for systems access; access control for our premises; the storage of electronic information on a ‘password protected’ computer system; and procedures that are in place which require shredding or disposal in a locked document ‘security bin’ for personal information.

How WCHM may disclose personal information

WCHM treats all information collected as private information, and we only use personal information for the primary purpose/s for which it was provided and which we advise you of at the time of collection of the information. WCHM will only disclose personal information where it is required or authorised by Australian law or where an individual’s consent has been given.

WCHM does not sell information to anyone and we do not use or disclose personal information about you for direct marketing purposes.

In order to manage and improve our services we may at times use external service providers. A number of these are located outside Australia, and therefore the data may be processed outside Australia. For example we use *Google analytics* to track visits to our website, or *Survey Monkey* to collect survey responses.

How WCHM keeps your personal information up to date

WCHM takes reasonable steps to ensure your personal information is accurate, complete and up to date whenever we collect or use it. If you think any of the personal information we hold about you is inaccurate, incomplete or out of date, please contact us and we will take reasonable steps to correct the information.

WCHM acknowledges that individuals also have the right to request access to the personal information we may have collected about them.

How you can access and correct information WCHM holds about you

If you wish to complain to us if you think there has been a breach of your privacy, access your own personal information held by us, correct any information held by us concerning your own personal information, find out more about how we deal with personal information, or find out what personal information we hold about you please send a written request to the Chief Executive Officer via email at ceo@wchm.org.au or to via post to GPO Box 385, Mawson, 2607.