

Policy	Privacy Policy of REACH Inc.
Policy Description	Explains how we collect and manage personal information.
Policy	<p>REACH Inc. recognises the importance of protecting the privacy and rights of individuals in relation to their personal information. This document is our privacy policy, and it tells you how we collect and manage your personal information.</p> <p>We respect your rights to privacy under the Privacy Act 1988 (Cth) (Act) and we comply with all the Act's requirements in respect of the collection, management, and disclosure of your personal information.</p> <p>What is your personal information?</p> <p>When used in this privacy policy, the term "personal information" has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.</p> <p>What personal information do we collect and hold?</p> <p>We collect the following types of personal information when you request to subscribe to our newsletter:</p> <ul style="list-style-type: none"> ▪ First Name ▪ Last Name ▪ Church affiliation ▪ Mailing or street address ▪ Email address ▪ Telephone number ▪ How you heard about REACH <p>We may also collect the following types of personal information to assist us with the everyday running of REACH:</p> <ul style="list-style-type: none"> ▪ Profession, occupation, job title or similar information contained in CVs or responses to interview questions, so that suitability for teaching roles can be ascertained ▪ Donation history with REACH ▪ Information that you provide to us through our Committee or representatives via telephone, surveys, or visits by one of our team from time to time ▪ Dietary requirements for events

Note: We may collect additional information relating to you that you provide to us indirectly through use of our website or online presence that is not personal information because it does not identify you or anyone else. For example, we may collect anonymous aggregated information about how users use our website or social networks. This may include IP address, browser user-agent, commenter name and email address.

How do we collect your personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. When collecting personal information from you, we may collect in ways including:

- through your access and use of our website;
- during conversations between you and our representatives;
- when you register to attend an event;
- when you make a donation;
- when you complete an application to become a volunteer or teacher.

We may also collect personal information from third parties including: such as credit reporting agencies, law enforcement agencies, governments, (Federal, State, Local) and government entities.

Cookies

In some cases, we may also collect information through the use of cookies. When you access our website, we may send a "cookie" (which is a small summary file containing a unique ID number) to your computer. This enables us to recognise your computer and greet you each time you visit our website without bothering you with a request to register. We also use cookies to measure traffic patterns, to determine which areas of our website have been visited and to measure transaction patterns in the aggregate. We use this to research our users' habits so that we can improve our online presence. Our cookies do not collect personal information. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them.

We may log IP addresses (that is, the electronic addresses of computers connected to the internet) to analyse trends, administer the website, track users' movements, and gather broad demographic information.

What happens if we cannot collect your personal information?

If you do not provide us with the personal information described above,

some or all of the following may happen:

- we may not be able to provide the requested services to you, either to the same standard or at all;
- we may be unable to tailor the content of our website to your preferences and your experience of our website may not be as enjoyable or useful;
- we may not be able to provide you with appropriate documentation for donations or fees received by us; or
- we may not be able to accept your attendance of events.

For what purposes do we collect, hold, use and disclose your personal information?

We collect personal information about you so that we can perform our activities and functions and to provide best possible quality of service. We collect, hold, use and disclose your personal information for the following purposes:

- to provide services to you and to send communications requested by you;
- to answer enquiries and provide information or advice about existing and new services;
- to assess the performance of the website and to improve the operation of the website;
- to meet our legal obligations in terms of child safety and other requirements;
- to conduct business processing functions;
- for the administrative, planning, program or service development, quality control and research purposes of REACH Inc.;
- to update our records and keep your contact details up to date;
- to process and respond to any complaint made by you; and
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country (or political sub-division of a country).

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

To whom may we disclose your information?

We may disclose your personal information to:

- our employees, Committee members, auditors, or volunteers for the purposes of operation of our website or our business, fulfilling requests by you, and to otherwise provide services to you; and
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- any organisation for any authorised purpose with your express consent.

What is the process for complaining about a breach of privacy?

If you believe that your privacy has been breached, please contact us using the contact information below and provide details of the incident so that we can investigate it.

Our procedure for investigating and dealing with privacy breaches is:

- Upon receipt of a written notification, the designated Privacy Officer will investigate the alleged breach.
- Once the investigation has been completed, we will advise you of the result.
- Should a breach of privacy have occurred, we will advise you of your rights.

Do we disclose your personal information to anyone outside Australia?

No

Security

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification, or disclosure. We may hold your information in either electronic or hard copy form. Personal information is destroyed or de-identified when no longer needed.

As our website is linked to the Internet, and the Internet is inherently insecure, we cannot guarantee that the information you supply will not be intercepted while being transmitted over the Internet. We take reasonable steps to protect your information including the use of public/private key encryption for network data and implement protocols to reduce vulnerabilities; however, these technologies are not impervious to breach. Accordingly, any personal information or other information which you transmit to us online is transmitted at your own risk.

Links

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third-party website and we are not responsible for the privacy policies or the content of any third-party website. Third party websites are responsible for informing you about their own privacy practices.

Contacting us

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please use the contact link on our website or contact our Privacy Officer using the details set out below.

We will treat your requests or complaints confidentially. Our representative

	<p>will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely and appropriate manner.</p> <p>Please contact our Privacy Officer at:</p> <p><i>Privacy Officer</i></p> <p>REACH Inc.</p> <p>PO Box 912 Chatswood NSW 2057</p> <p>Email: info@reachinschools.org</p> <p><i>Changes to our privacy policy</i></p> <p>We may amend this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website.</p> <p>This privacy policy was last updated and approved by the Committee in March 2021.</p>
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