

Privacy Statement

Dream Big Australia Foundation has developed this Privacy Statement to protect your privacy.

Personal information collected by Dream Big Australia Foundation is protected by Australian privacy legislation. Personal information is any information or an opinion that identifies you and includes sensitive and health information.

Principles

Dream Big Australia Foundation complies with the Australian Privacy Principles contained in the *Privacy Act 1988* in handling personal information collected from clients/beneficiaries, business partners, donors, members of the public and Dream Big Australia Foundation personnel (including members, volunteers, employees, delegates, candidates for volunteer work and prospective employees).

The primary purpose for collecting personal information from individuals is to provide services and funding and to evaluate our services.

What information is collected and how?

The type of information collected and retained by Dream Big Australia Foundation includes but is not limited to:

- Job applicants
- staff
- volunteers
- contractors
- members
- donors
- people receiving a service, and
- other people who come into contact with Dream Big Australia Foundation
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including;

- names and addresses
- bank account details or credit card information (for direct debit of donations)
- dates of birth
- telephone numbers
- email addresses
- information from previous employers

Dream Big Australia Foundation collects personal information about an individual by way of forms

filled out, face-to-face meetings and interviews, telephone calls, email and sometimes through use of contractors/consultants.

When collecting information, only information necessary for the activities of Dream Big Australia Foundation will be collected and recorded. Information given in confidence will remain confidential.

Do we use cookies?

Yes - cookies are pieces of information that will be sent by Dream Big Australia Foundation when you log onto our website. These will be stored on your computer's hard drive, to allow us to recognise you as a user when you next visit.

You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. Each browser is different, so check the "help" menu of your browser to learn how to change your cookie preferences.

If you disable the use of cookies on your web browser or remove or reject specific cookies from our website or linked sites, you may not be able to use the website as it is intended.

Personal information provided by other people

In some circumstances, Dream Big Australia Foundation may receive personal information about an individual from a third party - for example, references or referrals. This information forms part of the personal information described in this statement.

Dream Big Australia Foundation's use of personal information

Dream Big Australia Foundation will collect, hold, use and disclose your personal information for purposes including (without limitation):

- to verify your identity
- to provide programs to you, to manage and account for the programs provided and to improve those programs
- to report to government or other funding bodies how funding is used
- to process donations and provide receipts
- to manage our relationship with you
- to communicate with you about how your donation is used or to provide you with information about events, causes, programs, products or service that we believe may interest you
- to respond to your feedback or complaints
- to provide information to our third party service providers in connection with any of the above

Dream Big Australia Foundation does not disclose personal information without your permission unless the disclosure is either:

- in accordance with this Privacy Statement or any agreement you enter into with us, or
- required or authorised by law, including without limitation the Australian Privacy Principles under the Privacy Act.

Some of your information may be transferred, stored, processed, used or disclosed overseas by Dream Big Australia Foundation if our service providers are located overseas.

Management and security of personal information

As a condition of employment, Dream Big Australia Foundation's staff are required to respect the confidentiality of information and the privacy of individuals. Dream Big Australia Foundation will take reasonable steps to ensure that the personal information it collects, uses, retains or discloses is accurate, complete and up to date and is protected from misuse, interference, loss, unauthorised access, modification or disclosure.

Contacting Dream Big Australia Foundation regarding access and correction, and privacy complaints

An individual may:

- request access to and seek correction of their personal information held by Dream Big Australia Foundation at any time
- make a complaint in relation to a breach of their privacy
- submit a query or concern about this Privacy Statement or our information handling processes.

You will be required to provide proof of identity in order to obtain access to your personal information.

At all times, privacy complaints will be:

- treated seriously
- dealt with promptly
- dealt with in a confidential manner.

You will be informed of the outcome of your complaint within a reasonable period of time following completion of the investigation.

Communications preferences

To update us with your communications preferences, including electing NOT to receive further information from us, please email us at info@dreambigaustraliafoundation.org. We can change the types of communications you receive, or stop all communication from us. Please allow 28 days for your request to be processed and your preferences to take effect.

If we have contacted you by email or text message, you can use the unsubscribe function in that email or text message to notify us that you do not want to receive further information via that channel.

This privacy statement applies to the personal information collected by Dream Big Australia.