

# POLICY – Privacy

<b>Policy Title</b>	<b>CEF Privacy Policy</b>
<b>Policy Number</b>	Governance 1.008
<b>Version Number</b>	1
<b>Date Approved</b>	8/9/2020
<b>Review Date</b>	<i>Three years from approval</i>
<b>Policy Officer</b>	Operations Manager
<b>Responsible Person/s</b>	Chief Executive Officer
<b>Scope</b>	CEF network which includes but not be limited to be all directors, employees, volunteers, contractors and/or donors of CEF and/or its Member Foundations, whether they work or connect face-to-face, online or remotely.
<b>Purpose</b>	The purpose of this policy is to provide a framework for Country Education Foundation of Australia ACN 103 889 452 (CEF) and the CEF network for dealing with privacy considerations.
<b>POLICY STATEMENT</b>	

CEF is committed to protecting the privacy of personal information which we collect, hold and administer. Personal information is information which directly or indirectly identifies a person. This policy document is entitled to enable members and others who interact with CEF to understand what types of personal information we collect, and what we do with such information in performing our functions in light of our privacy obligations. This Privacy Policy seeks to explain how CEF will collect, use, disclose and otherwise handle personal information. It also seeks to explain how you can access and correct the personal information we hold about you or make a complaint about any suspected privacy breach.

CEF collects and administers a range of personal information;

- to assess applications for grants or scholarships;
- to provide information to committee members for the operation of local foundations;
- to provide access to protected areas of our website where relevant;
- to fundraise and to develop and maintain relationships with our current and potential donors and supporters;
- to provide products and services and to send communications requested;
- to answer enquiries and provide information or advice about existing and new products or services;
- to assess the performance of the website and to improve the operation of the website;
- to conduct business processing functions including providing personal information to our related entities, contractors, service providers or other third parties;
- for the administrative, marketing (including direct marketing), planning, product or service development, quality control and research purposes of CEF and its related entities;
- to provide updated personal information to our related entities, contractors or service providers;
- to update our records and keep contact details up to date;
- to process and respond to any complaint made; and/or.
- 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 Australia.

CEF recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and reflected in this Privacy Policy, which is compliant with national, state and territory legislation. CEF is bound by laws which impose specific obligations when it comes to handling information and has adopted the following principles contained as minimum standards in relation to handling personal information.

For more information about the specific laws, see <https://www.oaic.gov.au/privacy/australian-privacy-principles/>

CEF will;

- ONLY collect information which it requires;
- ensure that all of the CEF network are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose but ONLY with the person's consent;
- store personal information securely, protecting it from unauthorized access; and
- provide all of the CEF network with access to their own information, and the right to seek its correction.

***Policies can be established and amended only by the Board. Procedures can be amended by the CEO***