

Access Industries for the Disabled Limited

Privacy Notice

Our privacy commitment

Access Industries for the Disabled Limited is committed to ensuring the privacy of the personal information you provide to us.

All personal information we collect and hold will be protected in accordance with privacy legislation and the Australian Privacy Principles.

What personal information do we collect?

We are a registered charitable organisation providing direct employment, training and support to people with disabilities through supported employment business services located in Sydney, Newcastle and Lithgow in New South Wales. We conduct fundraising appeals to support our charitable purposes, primarily in the form of Art Unions, and, as a registered training organisation, we provide vocational education and training.

We collect personal information about prospective employees and other individuals who have dealings with the Company.

How do we collect personal information?

Most of the personal information we collect will be directly from you, either through application forms or other forms that you complete and submit to us or by recording the information you provide via phone calls or interviews.

In some cases we might collect your personal information from external sources. Examples of the people, agencies or organisations that may provide us with information are:

- previous employers (for example, when providing a reference check);
- parents or guardians;
- other persons authorised by you (such as lawyers or accountants);
- public sources of information; and
- government agencies.

We only collect your information from external sources if it is impractical to collect it directly from you, or when we are permitted to do so.

Why do we collect personal information?

Your personal information, including any sensitive information, is only collected as is reasonably necessary to enable us to meet our charitable objectives, in order for us to comply with the law, to manage our systems and finances, to conduct our business operations, to carry out fundraising or to operate as a registered training organisation.

If you are an Art Union customer, we collect personal information in order to send you correspondence in relation to the Art Union tickets you have purchased, to inform you of any prizes you may win and to provide you with information on future Art Unions which we may conduct.

All personal information held is retained, secured and destroyed in accordance with applicable laws.

Cookies

Our website uses software known as 'cookies' to record your visit to the website and collect some statistical information. We use this information to help administer and improve our website. We do not use this information to personally identify you. Information we may collect includes:

- your server address;
- your domain name;
- the date and time of access to the website;
- pages accessed and documents downloaded;
- the previous site visited;
- if you have visited the website before; and
- the type of browser software in use.

You may set your web browser to disable cookies when visiting our website.

Are security safeguards in place?

Multiple security measures have been put in place to protect your information including encryption protocols for both the transition and storage of data, limitations on access to your data, auditing facilities and firewalls and other electronic protection measures.

If you are an Art Union customer, your credit card details will be encrypted and stored temporarily in a protected database for transaction clearance purposes only. All credit card transactions are secured using 128 Bit Secure Socket Layer (SSL) Encryption. To protect your privacy, once your transaction has been cleared your credit card details will be deleted from our system. Your personal contact details are stored in a protected database for our use only.

Will we share your information with others?

We will not, without your prior consent:

- use your personal information for fundraising, advertising or the promotion of Access Industries; or
- disclose your personal information unless we are required to release information because of a law or court order or for other purposes permitted under privacy legislation. We may engage website hosting partners and other parties to assist us in operating our website or conducting our business, so long as those parties agree to keep all information disclosed to them confidential in accordance with relevant privacy legislation.

Reasonable steps will be taken to protect information about you from misuse, loss and unauthorised access, change or disclosure.

The results of each Art Union, including a description of the prize, ticket number, the name of the ticket holder and town in which the ticket holder resides, will be published in the 'Public Notices' section of specified newspapers as soon as possible after the draw.

How can you access, update or correct your information?

You are entitled to access the personal information we hold about you. If you would like to request access, you can contact us in writing and we will respond within a reasonable time. We will require proof of identity before granting access to any personal information.

If, at any time, you would like your details removed from our Art Union database please contact us.

If you believe that the information that we hold about you is incorrect or not up-to-date, and you want to correct that information, you can contact us in writing at:

The Privacy Officer
Access Industries for the Disabled Limited
PO Box 415
Seven Hills NSW 1730

or by email:

privacyofficer@accessindustries.com.au