



# Beacon Foundation Privacy Policy

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The Beacon Foundation ACN 129 090 464, a public company limited by guarantee ("Beacon" or "us" or "we" or "our") is committed to protecting your privacy.

This policy explains how we manage the personal information that Beacon collects, uses and discloses and how to contact us if you have any queries about how we manage your personal information.

"Personal information" means information or an opinion, in any form and whether true or not, about an identified individual or an individual who is reasonably identifiable. As a result, "personal information" includes information such as your name, address, email, date of birth and details needed to process payments from you.

"Sensitive information" is personal information of a sensitive nature, including health information and information about a person's race, ethnic origins, political opinions, membership of political, professional or trade associations, religious or philosophical beliefs, sexual preferences or criminal history.

Beacon may, from time to time, review and update this policy. Amended versions will be posted to our website at [www.beaconfoundation.net](http://www.beaconfoundation.net). All personal information held by Beacon is governed by the policy as most recently posted on our website.

If you wish to make any inquiries regarding this policy, you should contact Beacon by emailing [beacon@beaconfoundation.net](mailto:beacon@beaconfoundation.net).

## **WHAT PERSONAL INFORMATION IS COLLECTED**

Beacon may collect your personal information when you deal with us (for example, when you complete a survey, make a payment or subscribe to a newsletter). The kinds of personal information that we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a donor, sponsor, supplier, job applicant, volunteer or in some other capacity. We may collect information such as your name, address, email, date of birth, payment details, and any other information you provide to us. If you are a participant in one of our programs, we may also collect information relevant to your participation in one of our programs, which may include sensitive information about you (such as information about your health, your race or ethnicity).

If you provide us with personal information about another person, please make sure that you tell them about this privacy policy.

Beacon will not collect personal information about you unless that information is necessary for one or more of our functions or activities. Beacon will collect personal information from you only by lawful and fair means and not in an intrusive way.

## **HOW YOUR PERSONAL INFORMATION IS COLLECTED**

We may collect personal information in a variety of ways, including from you directly (including when you interact with us in writing, electronically or via telephone), when you visit our website (including if you subscribe for any publications we publish from time to time), when



we provide you with services or you participate in any of our programs, when you participate in our events or promotions and when provide us with donations, and from public sources of information.

Sometimes, we may collect your personal information from third parties, for example:

- a reference supporting a job application.
- Businesses whose employees may participate in our programs.

## **HOW YOUR PERSONAL INFORMATION IS USED AND DISCLOSED**

Personal information is used by Beacon for a range of purposes, including to:

- Respond to queries and provide information about our services;
- Assess and process applications or requests for our services or to participate in any of our programs;
- Develop and customise Beacon's services;
- Process financial payments;
- Evaluate the effectiveness of Beacon's services;
- Undertake research (but we will seek consent before using your personal information – including your sensitive information – for research; in any case your personal information will always be de-identified prior to analysis and individuals cannot be identified from any research analysis or report);
- Undertake internal reporting;
- Manage our relationships with our donors and sponsors and prospective donors and sponsors;
- Manage our relationships with our suppliers and volunteers;
- Provide promotional communication about Beacon; and
- Consider job applicants for current and future employment.

You can choose at any time not to be involved in research or to receive promotional communication material by emailing [beacon@beaconfoundation.net](mailto:beacon@beaconfoundation.net).

The consequence of not providing your personal information to Beacon is that the above activities may not be able to be performed, and we may not be able to provide you with our services or do business with you or the organisation with which you are connected.

Some of the ways your personal information may be disclosed by Beacon to third parties include:

- Disclosing selected information to our partners, including schools, sponsors and students, to develop and customise Beacon's services;
- Supplying personal information to service providers who perform services for Beacon or activities on Beacon's behalf, including for example:
  - mailing houses which send out letters or website providers to ensure the website operates in an effective and secure manner;
  - information technology service providers;
  - marketing and communications agencies; and
  - external business advisors (such as auditors and lawyers); and
- Disclosing relevant information to financial institutions for payment processing.



Your personal information may be stored in databases overseas. If Beacon discloses your personal information to a person outside of Australia we will comply with the requirements of the Privacy Act 1988 (Cth) that relate to such disclosure. Your personal information may be disclosed to providers located in the other countries in connection with the hosting or maintenance of our website or the provision of other IT services to us in connection with the activities described above.

## **DIRECT MARKETING**

Beacon may use your personal information to contact you with Beacon news and information about our services and events that may be of interest to you.

You can let us know at any time if you no longer wish to receive any of these communications, by contacting us (using the contact details at the end of this policy, or in accordance with such other instructions as we publish from time to time). Your consent will be deemed if you do not opt out when we offer you the opportunity to do so, and will remain current until you advise us otherwise.

## **HOW YOUR PERSONAL INFORMATION IS PROTECTED**

Beacon aims to keep your personal information secure and take steps to prevent it from being misused, interfered with or lost, and to prevent unauthorised access, modification or disclosure.

**WE ALSO TAKE STEPS TO ENSURE THAT THE PERSONAL INFORMATION WE COLLECT, USE AND DISCLOSE IS ACCURATE, COMPLETE, UP TO DATE AND RELEVANT. YOU CAN HELP US BY LETTING US KNOW ABOUT ANY CHANGES TO YOUR PERSONAL INFORMATION, SUCH AS YOUR ADDRESS AND PHONE NUMBER.**

**ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION**

Please contact us (details provided at the end of this policy) if you would like to access or correct the personal information that we hold about you. We will generally provide you with access to your personal information, but may charge a fee to cover the cost of retrieving the information and supplying it to you.

## **RESOLVING CONCERNS**

If you have any concerns about the way your personal information is managed by Beacon, please let us know (details provided below). We will respond to your concerns as soon as possible.

## **HOW YOU CAN OBTAIN MORE INFORMATION**

You can obtain copies of your personal information held by Beacon (subject to law), correct personal records, obtain further information or lodge a complaint by:

Phone: +61 362 344 155  
Email: [beacon@beaconfoundation.net](mailto:beacon@beaconfoundation.net)  
Post:  
Beacon Foundation  
40 Molle St  
HOBART TAS 7000

If Beacon refuses your request to access your personal information, we will provide you with reasons for our refusal.

**Version control**

Policy Last Updated:	July 2015	Approved by:	
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