



AUSTRALASIAN REPORTING AWARDS

Privacy Policy

1. Privacy Policy

Welcome to the Australasian Reporting Awards (ARA) Privacy Policy. The ARA is committed to protecting your privacy and the security of your personal information.

2. Purpose

The purpose of this Privacy Policy is to outline how we collect, use, disclose and protect your personal information as a not-for-profit company operating in Australia and in accordance with the Australian Privacy Principles and the Privacy Act.

3. Scope

This Policy applies to all of the personal information that the ARA collects. This includes information collected in person, in writing or via:

- Our website
- Social media
- Mobile applications
- Telephone
- Email

4. Relevant Legislation

- *Privacy Act 1988*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012*
- *Australian Privacy Principles (APPs)*

5. Definitions

In this Privacy Policy:

- "Personal Information" means information or an opinion about an identified individual or an individual who is reasonably identifiable.
- "We," "Our," or "Us" refers to ARA.
- "You" or "Your" refers to individuals whose Personal Information we collect.

6. Policy

6.1. Collection of Personal Information

We collect Personal Information in the following ways:

- When you voluntarily provide it to us, such as when you submit forms, applications or when you make enquiries.
- When you interact with our website, we may collect information through "cookies" and other tracking technologies.
- We may receive information from third parties, such as business partners, contractors and service providers.

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6.2. Types of Personal Information Collected

The types of Personal Information we may collect include, but are not limited to:

- Contact information (e.g. name, address, email address, phone number).
- Identification information (e.g. date of birth, driver's licence).
- Financial information (e.g. donation information).
- Membership information.
- Employment and volunteer history.
- Any other information you choose to provide.

6.3. Use of Personal Information

We may use your Personal Information for the following purposes:

- To provide report assessment services or information you have requested.
- To process fees and other transactions.
- To communicate with you, respond to inquiries, and provide updates.
- To analyse and improve our services.
- To comply with legal obligations.

6.4. Disclosure of Personal Information

We may disclose your Personal Information to:

- Our employees and volunteers who need the information to perform their roles.
- Third-party service providers who assist us in providing services or processing transactions such as banks and taxation authorities.
- Government authorities or law enforcement agencies when required by law.

6.5. Cookies and Tracking Technologies

Information may also be collected through the use of “cookies”. Cookies may be used for purposes including to track the pages you have visited, remember your preferences and store personal information about you. Cookies may be used on our website. You can adjust your internet browser to disable cookies or to let you know you when cookies are being used.

Our website may contain links to other websites. We are not responsible for the privacy policies for those websites and suggest that you review the privacy policies of these websites.

6.6. Security of Personal Information

We take reasonable steps to protect your Personal Information from unauthorised access, disclosure, alteration, and destruction. However, no method of transmission over the internet or electronic storage is 100% secure.

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6.7. Access and Correction of Personal Information

You have the right to access and correct your Personal Information held by us. Please contact us to make such requests at ara@arawards.com.au.

6.8. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The most recent version will be posted on our website with the effective date.

6.9. Contact Information

If you have questions or concerns about this Privacy Policy or our data practices, please contact us at ara@arawards.com.au.