



Gender & Disaster Australia

Privacy Policy

Who we are

Gender and Disaster Australia Ltd ACN 658 352 964 (hereafter referred to as “we”, “us” and “our” in this Privacy Policy), owns and operates the domain: www.genderanddisaster.com.au (**Website**).

Although we are not required to comply with the provisions of the *Privacy Act 1988* (Cth) (**Privacy Act**), we take the management of personal information seriously and recognise the importance of protecting the privacy of our clients and third parties who provide their personal information to us. This Privacy Policy sets out how we endeavour to collect, store, use and otherwise manage your personal information.

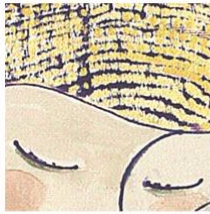
You agree to the terms of this Privacy Policy and consent to the collection, use and disclosure of your personal information as set out below when you use the Website, access our services, or otherwise contact or interact with our organisation.

We may amend this Privacy Policy at any time by posting amended terms to the Website.

Collection of personal information

We routinely collect information such as your full name, DOB, gender, email address, phone number, residential address, details of any company or business you represent and any other personal information you voluntarily provide when communicating with us. We collect this information when you seek to purchase our products, access our services or otherwise deal with our organisation, including by:

- contacting us via email or the “Contact form” on the Website;
- purchasing or receiving training or education services from us;
- purchasing training or education resources from us;
- receiving information from third parties (e.g. your employer) who are authorised to provide us with this information;
- interacting with us at community events or initiatives designed to raise awareness of gender-based violence;



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- attending an interview or applying (or expressing an interest to apply) for a job with us; and/or
- in any other situation where you are requesting services be provided to you or where the collection of personal information is reasonably necessary for us to provide, or take steps to provide, our products and/or services and otherwise operate our enterprise in an organised way.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose; and
- with your consent; or where required or authorised by law.

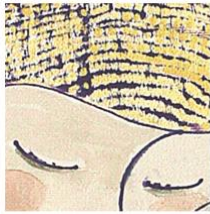
Third parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Use of personal information

If you supply your personal information to us, we will store and use that information as necessary to promote our products and services and otherwise to fulfil any legal obligations that we have, including:

- to provide you with products and/or services that you have requested from us;
- to communicate with you, including about products, services and events which might interest you;
- to tailor how we provide our products and services to you, based on your acquisition history and personal information you have provided us;



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- to send you order confirmations, reminders and requests to provide feedback;
- to answer your questions and provide you with information or advice;
- to interact with you via email;
- to create orders, transaction records, agreements for the supply of products or services, accounts, tax invoices or receipts;
- to carry out administration, planning, fraud and loss prevention activities and product and service development;
- to carry out quality control and research (including via client satisfaction surveys);
- to consider and respond to feedback from you; and
- to comply with laws or regulations or to comply with any directions given by regulators or authorities.

Disclosure of personal information

We may disclose your personal information in the following circumstances:

- as necessary to supply our products and/or provide our services;
- to our employees and third party contractors we engage to provide the services (e.g. trainers);
- where you have expressly or impliedly consented to your personal information being disclosed;
- to fulfil any legal obligations that we have for disclosure;
- for other secondary purposes you might reasonably expect us to use your personal information for in connection with the primary purposes listed above.

We will not disclose information to overseas recipients without your prior consent.

We may share information, which was originally personal information which we collected from you, in a depersonalised or aggregated form, which cannot be used to identify you personally.



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Except as set out in this Privacy Policy, we do not sell, disclose or transfer personal information to any third parties other than related organisations.

Use or disclosure of personal information overseas

We do not disclose personal information to third parties situated overseas. However, your personal information may be stored on digital cloud storage or web hosting servers provided by third party service providers.

Because these third party service providers operate globally, we cannot say with certainty where their servers are located or the countries out of which they operate at any given time. Further, these locations may be subject to change without notice to us.

By supplying your personal information to us, you consent to us storing your personal information on digital cloud storage or web hosting servers located anywhere in the world.

Direct marketing communications

We may send you communications to notify you of products and/or services we think you might be interested in or to otherwise keep you updated on matters related to our organisation.

If you do not wish to receive direct marketing communications from us, you may opt-out at any time by clicking the link for opting-out in any of our promotional communications sent to you via email, or by contacting us directly at: a.cohen@gadaustralia.com.au.

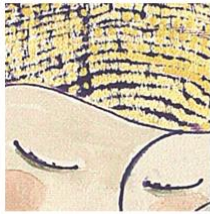
Payment security

Credit card and debit card details are not stored in our systems in accordance with the highest of PCI-DSS standards. We never share credit or debit card information with third parties, except with our financial institution for the purpose of processing financial transactions or as required by law.

Use of cookies and related technology

When you visit the Website, we may collect information about your computer, page visits, the links you click and other actions you take on the Website using cookies, pixels, web beacons and other similar technology.

We collect this information to improve the operation of the Website, direct you to the most appropriate content and to remember your preferences for the next time you access the Website. Your device will need to accept cookies for you to have full access when online shopping. You are able to opt-out of cookie technology through changing the settings on your browser. However, this may affect your experience of the Website.



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Social media

You may provide personal information to us via our social media sites or applications. If you connect your account(s) with our social media sites or applications, this may give us automatic access to certain personal information (including contact details) and other information including what content has been viewed or liked by you and information about the advertisements you have been shown or may have clicked on. Where this information is received by us, we may use this information to further personalise your experience with our organisation.

Data retention and security

Any personal information we receive from you in electronic format is securely stored with data security measures in place to protect that information from unauthorised disclosure. However, as data security measures can never be guaranteed, there are inherent risks with transmitting any personal information over the internet.

Where we receive your personal information on any physical documents, those documents are kept securely in storage.

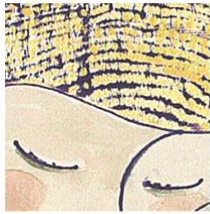
If you suspect any misuse, loss or unauthorised access, modification or disclosure of your personal information provided to us, please contact us immediately.

We may retain your personal information for as long as necessary to provide our products and/or services, provide you with promotional communications (which you can elect to opt-out of) or for the purpose of keeping a history of your communications and interactions with us.

We may retain information in a depersonalised or aggregated form in a way that does not identify you personally.

Australian Government Data Exchange

We use a secure online IT platform which is hosted by the Australian Government known as “Data Exchange” to store some of your personal information in order to keep track of any services we may provide to you. We may also report training data to the Department of Social Services (DSS) as part of our participation in the [Australian Government Data Exchange](#) program. Any personal information which is entered into the Data Exchange portal is de-identified before it is shared with DSS. We will ask for your consent before storing your



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personal information in the Data Exchange platform and/or sharing your de-identified personal information with DSS.

Legislative obligations

We do not routinely collect health information. However, in the event that we propose to collect health information (for example, for research purposes), we will do so in compliance with the *Health Records Act 2001 (Vic)*.

How to contact us

If you have any questions or queries regarding the management of your personal information, please contact us by email at: a.cohen@gadaustralia.com.au.

You may request a copy of any personal information that we hold. We reserve the right to charge for reasonable expenses that we may incur in preparing and sending you a copy of your personal information which you have requested. You may also request a correction(s) to any of your personal information that we hold.

Whilst we are not bound by the Privacy Act, we take the management of personal information seriously. Therefore, if you have a complaint or a privacy-related concern in relation to this Privacy Policy, please contact us using the method set out above so that we may have the opportunity to understand and discuss the matter with you with a view to resolving your concerns.

For further information on Australian privacy laws generally, please refer to the Office of Australian Information Commissioner (OAIC): [Home - Home \(oaic.gov.au\)](http://oaic.gov.au).

Last updated: May 2023