



Rev	Effective Date	Prepared By	Approved By	Description
1.0	14/06/2022	Rhys Long		First Draft
1.1	04/07/2022	Rhys Long		Updated

## Our Privacy Policy

This statement sets out how we will collect and deal with your personal information and is published on BlazeAid's website and maybe updated from time to time at BlazeAid's discretion. By continuing to use this web site or by engaging with BlazeAid through volunteering or from support, you accept this policy as it applies.

### Key Points of Our Privacy Statement

We collect and manage personal information in connection with the services we provide in an open and transparent way.

We only collect personal information when it is required for our purposes, and we only collect it by lawful and fair means.

We take all reasonable steps to protect the personal information that we hold from misuse, interference, loss, unauthorised access, modification, or disclosure.

We will never share your personal information with a third party solely for their own marketing purposes.

You can contact us about your privacy, including to opt out of receiving any marketing or communications from us. To update your information or to make a complaint, at any time, contact us at [privacy@blazeaid.com.au](mailto:privacy@blazeaid.com.au).

### What is "Personal Information"

'Personal information' is any information, or an opinion, which can identify a person and may include a person's name, address, telephone number, email address and profession/occupation (whether the information is true or not).

'Sensitive information' is a category of personal information and includes a person's race or ethnic origin, political opinions, religious beliefs or associations, philosophical beliefs, memberships, sexual orientation, or health, genetic or biometric information.

'Health information' is sensitive personal information which includes information about a person's health, disability, and use of health services.

### What Personal Information will BlazeAid collect?

We collect personal information from people who are connected to our operations and activities, including volunteers, donors, fund raisers or from people who receive support or services from us. The personal information that we collect may include Name, Address, Date of Birth, Contact Details including Phone, Mobile, Email, Medical Information, Medicare, Banking Details, Skills, and Experiences.

We only collect sensitive information or health information if the collection is reasonably necessary for one or more of our activities or services and either we have your consent to collect that information, or we are permitted to collect that information without your consent under applicable laws.

### How will BlazeAid collect your Personal Information?

In most cases, we collect information directly from you by registering with us at any one of our camps, however we may collect information in various other ways including when you enquire for, or receive services or support, apply or accept a volunteering role, make a donation or contact us by phone, writing, email or through other online forms.

### **How will BlazeAid use your Personal Information?**

BlazeAid may use your personal information for the following purposes: Administration, auditing, statistical analysis, to provide you information about our services and support, to verify your eligibility to volunteer or receive our support. BlazeAid may use your personal information for marketing or other promotional or awareness raising purposes. If you do not wish to receive marketing communications, you can opt-out at any time by emailing [privacy@blazeaid.com.au](mailto:privacy@blazeaid.com.au).

### **How will BlazeAid share your Personal Information?**

BlazeAid will not share your personal information with a third party (including other charitable organisations) solely for their own marketing purposes. We do not participate in list-swapping or data-sharing with other organisations, including other charitable organisations.

BlazeAid may disclose your personal information to individuals or companies engaged by us to deliver information technology services as necessary for our activities.

Whilst we take reasonable steps to ensure that any recipients of your personal information do not breach the privacy obligations relating to your personal information, we are not responsible for the privacy practices of any person, entity, or organisation other than our own.

### **Where and how we store your information?**

We take all reasonable steps to protect the personal information that we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure.

Your personal information will be stored on a password protected electronic database, which may be on our database, a database maintained by a third-party cloud-hosting service provider or a third-party database storage or server provider. Your personal information will be retained on our database indefinitely unless you advise us that you would like it deleted or de-identified.

Hard copy information is stored in our offices, which are secured to prevent entry by unauthorised people. Any personal information not actively being used is archived, usually for seven years, after which time it will be destroyed in accordance with applicable laws.

### **Where and how we store your information?**

When you access our website, we may use software embedded in our website and we may place small data files (or cookies) on your computer or other devices to collect information about which pages you view and how you reach them, what you do when you visit a page, the length of time you remain on the page, and how we perform in providing content to you. A cookie does not identify you personally, but it does identify information about your device, including your device's IP address.

## Linked websites

Our website may contain links to other websites that are operated by third parties. These links are provided by us for your convenience. We are not responsible for the privacy practices of any website or organisation other than our own. Upon accessing a third-party website, it is recommended that you read and understand the privacy policy of that website.

## What happens if we experience a data breach?

If we experience a data breach involving your personal information, we will comply with all of our obligations and responsibilities under the Privacy Act 1988 and the Notifiable Data Breaches scheme, including our obligation to immediately notify you and take effective remedial action to limit or correct the breach. We will also notify the Office of the Australian Information Commissioner as required by law. If you become aware of a data breach, please contact us as soon as possible by emailing [privacy@blazeaid.com.au](mailto:privacy@blazeaid.com.au).

## How to access and correct your personal information?

You have the right to request access to your personal information held by us at any time and we will provide it unless provision would be unlawful, breach confidentiality or have an unreasonable impact on the privacy of others.

You also have the right to request that your personal information be corrected in our records and you can do this by requesting correction of your personal information at any time by emailing [privacy@blazeaid.com.au](mailto:privacy@blazeaid.com.au).

## Contact us

If you have any further questions about privacy or your personal information, or about this Privacy Statement, please contact us by emailing [privacy@blazeaid.com.au](mailto:privacy@blazeaid.com.au) or writing to us at:

BlazeAid

PO BOX 73

Kilmore

Vic, 3764