

Privacy Policy

V1 June 2022

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Purpose

This policy outlines our obligations with how we manage Personal Information.

Scope

This policy applies to the personal information about individuals and organisations that the Invasive Species Council interacts with that is obtained, stored and used by the Invasive Species and its staff, contractors, representatives and volunteers.

Principles

We will endeavour¹ to comply with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs guides the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au.

Rationale

The Invasive Species Council is committed to develop respectful relationships with our supporters and stakeholders with whom we work, and protecting and maintaining the agreed use of personal information held by our organisation.

Definitions

Personal information

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we may collect include: names, addresses, email addresses and phone numbers, date of birth and gender, occupation, history of donations, correspondence and other interactions with the Invasive Species Council including personal opinions.

Sensitive information

Sensitive information is defined in the Privacy Act to include information or opinion about items including 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 only be used or disclosed for a secondary purpose directly related to the primary purpose of collection and within the reasonable expectations of the individual.

1. How does the Invasive Species Council collect your Personal Information?

This Personal Information is obtained in a number of ways including:

- information you submit to us via our websites
- information entered in our online tools (e.g. Contact / Enquiries / Donations / Campaign Submissions & Petitions)
- via email or publications, subscriptions, donation and campaign publications

¹ The federal Privacy Act operates for organisations with an annual turnover of more than \$3 million. At the time of the adoption and last review of this policy the Invasive Species Council was not required to comply with this legislation.

- from other publicly available sources
- from cookies
- from third parties. We do not guarantee website links or the policies of authorised third parties.

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

You may unsubscribe from our mailing lists at any time by contacting us in writing.

2. Why does the Invasive Species Council collect Personal Information?

We collect your Personal Information to fulfil our mission to protect the environment from harmful new invasive species.

The Invasive Species Council collects personal information about individuals where that information is necessary for any of the following primary purposes:

- Fulfilling the Invasive Species Councils' mission.
- Educating and communicating with the community and media outlets about issues pertaining to the Invasive Species Council's mission.
- Assisting with participation in relevant civic and political debates.
- Complying with requirements of funding bodies, insurers, and regulatory agencies.
- Notifying about activities and campaigns and inviting participation in initiatives.
- Forging alliances and supporting like-minded organisations to achieve environmental and sustainability outcomes, including by sharing information with them.
- Seeking new members and donors, including through marketing activities, and processing, renewing and maintaining the Invasive Species Council donations and subscription services, including the use of third parties.
- Increasing the Invasive Species' Council financial support, through various fundraising activities, in order to maintain and enhance the Invasive Species Council's campaigning capacity.
- (g) and (h) above include building a comprehensive understanding of individual interests and habits to enable effective engagement with members, supporters and future supporters.
- Improving our websites.
- Recruiting staff, contractors, board members and volunteers.
- Responding to your comments or questions and receiving feedback or complaints on any of the above functions or activities.

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

3. Why would the Invasive Species Council collect Sensitive Information?

Sensitive information will be collected by the Invasive Species Council only:

- For the primary purpose for which it was obtained, relevant to one of the primary purposes outlined in Section 2.
- For a secondary purpose that is directly related to the primary purpose.

- c) With your consent; or where required or authorised by law or a court/tribunal order, or a “permitted general situation” (as defined in subsection 16A of the Act) exists in relation to the use or disclosure of the information.

4. When does the Invasive Species Council collect Personal Information?

The Invasive Species Council will only collect personal information when the information is reasonably necessary for one or more of the Invasive Species Council’s functions or activities set out in Section 2.

The Invasive Species Council only collects personal information by lawful and fair means.

At or before the time the Invasive Species Council collects personal information from an individual, or as soon as practicable after, the Invasive Species Council will take such steps as are reasonable to ensure that the individual is aware of:

- a) the identity of the Invasive Species Council and how to contact the Invasive Species Council
- b) the fact that they are able to gain access to and seek correction of the information
- c) the purposes for which the information is collected
- d) if the collection of the information is required or authorised by or under any Australian law or a court/tribunal order - the fact that collection is so required and relevant details of that requirement; and
- e) the main consequences (if any) for the individual if all or part of the information is not provided.

If it is reasonable and practicable to do so, the Invasive Species Council will collect personal information about an individual only from that individual. The Invasive Species Council will, from time to time, collect personal information from third parties, social media and via the use of cookies on Invasive Species Council’s website.

If the Invasive Species Council collects personal information about an individual from someone else, or the personal information is unsolicited, it will take reasonable steps to ensure that the individual is or has been made aware that the information has been collected, the information and the circumstances of the collection.

Invasive Species Council will determine within a reasonable period of time whether personal information about an individual which was collected from someone else or personal information which was unsolicited could not have been lawfully collected by the Invasive Species Council, and:

- a) if so, the information will be dealt with in accordance with this privacy policy; or
- b) if not, Invasive species Council will, as soon as practicable but only if lawful and reasonable to do so, destroy the information or ensure that the information is de-identified.

5. Disclosure of Personal Information

The Invasive Species Council will only use or disclose personal or sensitive information about an individual for a secondary purpose in limited circumstances. Your Personal Information may be disclosed in a number of circumstances including the following:

- a) Third parties where you consent to the use or disclosure and, in the case of sensitive information, where the purpose is directly related to the primary purpose of collection.
- b) Where required or authorised by law;
- c) The Invasive Species Council reasonably believes that the use or disclosure of the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body.

6. Quality of Personal Information

The Invasive Species Council will take such steps as are reasonable in the circumstances to ensure that the personal information it collects is accurate, complete and up-to-date and, having regard to the purposes of the use or disclosure of the personal information that is collected, relevant.

If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

7. Security of Personal Information

Your Personal Information is stored by the Invasive Species Council in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, the Invasive Species Council will take reasonable steps to destroy or permanently de-identify your Personal Information if it is not required to be retained by law or a court/tribunal order.

If there is a suspicion that the Invasive Species Council has lost, damaged or compromised security of client or other personal information, the Invasive Species Council will:

- a) take each data breach or suspected data breach seriously
- b) determine how to respond on a case-by-case basis and follow the below steps. Depending on the breach, not all steps may be necessary, or some steps may be combined. In some cases, the Invasive Species Council may take additional steps that are specific to the nature of the breach:
 - i. Contain the data breach to prevent any further compromise of personal information
 - ii. Assess the data breach by gathering the facts and evaluating the risks, including potential harm to affected individuals and, where possible, taking action to remediate any risk of harm.
 - iii. Notify affected individuals (and the Commissioner if required by the particular circumstances).
 - iv. Review the incident and consider what actions can be taken to prevent future breaches

8. Access to your Personal Information

You may request details of the Personal Information we hold about you, subject to certain exceptions, including if:

- a) Invasive Species Council reasonably believes that giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety;
- b) giving access would have an unreasonable impact upon the privacy of other individuals;
- c) the request for access is frivolous or vexatious;
- d) providing access would be unlawful;
- e) denying access is required or authorised by or under an Australian law or a court/tribunal order;
- f) Invasive Species Council has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to invasive Species Council functions or activities has been or is being or may be engaged in and giving access would be likely to prejudice the taking of appropriate action in relation to the matter
- g) giving access would reveal evaluative information generated within Invasive Species Council in connection with a commercially-sensitive decision-making process

If you wish to obtain details of your Personal Information held by the Invasive Species Council, please contact us in writing. Invasive Species Council, PO Box 818, Katoomba NSW, 2780 or via the website contact form.

In order to protect your Personal Information, we may require identification from you before releasing the requested information. If Invasive Species Council refuses to give access to personal information in the manner requested by the individual or because one or more of the exceptions referred to of this policy apply, Invasive Species Council will give the individual a written notice that sets out the reasons for the refusal, except to the extent that, having regard to the grounds of refusal it would be unreasonable to do so and the mechanisms available to complain about the refusal.

9. Anonymity and Pseudonymity

Provided it is not unlawful or impracticable, individuals will have the option of not identifying themselves, or of using a pseudonym, when dealing with Invasive Species Council. For example, when subscribing to a newsletter.

Circumstances where it will be unlawful or impracticable to allow an individual to deal with Invasive Species Council anonymously or by use of a pseudonym include, but are not restricted to, where name and address details need to be provided to allow a receipt to be issued for tax-deductible donations, or where an individual seeks to retain Invasive Species Council to provide professional services.

10. Policy Updates

This Policy may change from time to time and is available on our website.

11. Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Invasive Species Council, PO Box 818, Katoomba NSW, 2780 or via the website contact form.

An individual may make a complaint about Invasive Species Council's handling of the individual's personal information to the Office Australian Information Commissioner (OAIC). Further information is available on the OAIC website: <http://www.oaic.gov.au/privacy/privacy-complaints>.