

The Centre
for Impact
& Change



POLICY

Privacy & Data Management

As at 10 November 23

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www.centreforimpact.com



In the spirit of reconciliation, The Centre for Impact & Change acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.



Privacy and Data Management

The Centre for Impact & Change is committed to the Australian Privacy Principles (APPs) and this policy outlines our obligations to our clients in respect of how we manage Personal Information.

In this Privacy Policy, 'The Centre for Impact & Change', 'The Centre', 'The CIC', 'we', 'our' and 'us' refers to The Centre for Impact & Change Pty Ltd.

We have adopted the APPs contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of 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.aaic.gov.au

This Privacy Policy may be updated at any time, and the most up to date version will be posted on our website www.centreforimpact.com.

1. WHAT IS PERSONAL AND SENSITIVE INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, and phone.

Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website, from social media, publicly available sources, cookies and from third parties such as our clients.

We collect Personal Information for the purposes of undertaking research and providing other consultancy services commissioned by our clients, providing information to our clients.

Through our website and social media, we collect information for answering client requests, communication and marketing.

When we collect Personal Information, we will explain to clients why we are collecting the information and how we plan to use it. We will only use personal information for this stated purpose.



The Centre may also receive sensitive information from clients such as administrative data records. Through our work, we may also turn personal information into **sensitive information** by collecting survey responses that are stored with the personal information.

Sensitive information is a type of personal information and includes information about an individual's:

- health (including predictive genetic information)
- racial or ethnic origin
- political opinions
- membership of a political association, professional or trade association or trade union
- religious beliefs or affiliations
- philosophical beliefs
- gender identity, sexual orientation or practices
- criminal record
- biometric information that is to be used for certain purposes
- biometric templates

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
- With consent, or where required or authorised by law.

2. PERSONAL INFORMATION COLLECTED ON OUR WEBSITE AND SOCIAL MEDIA

Users may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.



3. DEFAULT POSITION FOR PERSONAL AND SENSITIVE INFORMATION COLLECTED DURING A CONSULTANCY PROJECT

When undertaking a consultancy project we:

- seek information from informants lawfully, with their consent as appropriate, and used only for the purposes of the consultancy
- advise informants of the intended primary and secondary use for the collected information
- keep information and documents in secure places and do not divulge them to any other party
- keep information only for the purposes of The Centre's work, record-keeping, or research validation, and de-identify information within the terms of the Australian Privacy Principles' application to our work.

We are committed to maintaining privacy and confidentiality for informants. To do this we:

- prepare protocols for collecting information from stakeholders
- provide a clear explanation of the purpose of the research and how their information will be used to potential participants, noting that participation is voluntary
- seek informed consent for participation and give interviewees the option to opt out at any time
- when using case studies or direct quotes, we change names and remove details that would make persons identifiable.

Our policy is not to receive sensitive information unless necessary. Any sensitive information that is received that is not necessary for the project and that includes identifying information must have all identifying information deleted immediately from the server and from emails.

If we do receive or collect sensitive information, we will separate the identifying information from its related entity (i.e. person).

This data will be placed in a partitioned drive to allow re-identification if necessary and will be destroyed as per the time frames in this policy. Survey responses are not stored with their identifying personal information.

Electronic records will be retained as part of our disaster recovery system. The linkage key will be deleted 7 years after the completion of the project.

Paper records should be secured in a location that cannot be accessed without Centre credentials. They should be destroyed 7 years after the completion of the project.



4. LIMITATION OF THIS POLICY

This policy is not intended to replace specific contractual requirements in any project which will take precedence.

5. PRIVACY POLICY COMPLAINTS AND ENQUIRIES

Any queries or complaints about our Privacy Policy please contact us at hello@centreforimpact.com



ASIC

Australian Securities & Investments Commission

Australian Company

THE CENTRE FOR IMPACT & CHANGE PTY LTD
ACN 669 317 999

Extracted from ASIC's database at AEST 14:37:25 on 09/11/2023

Company Summary

Name: THE CENTRE FOR IMPACT & CHANGE PTY LTD

ACN: 669 317 999

ABN: 23 669 317 999

Registration Date: 30/06/2023

Next Review Date: 30/06/2024

Status: Registered

Type: Australian Proprietary Company, Limited By Shares

Locality of Registered Office: BALMAIN NSW 2041

Regulator: Australian Securities & Investments Commission