



The Story Island Project Privacy Policy

The Story Island Project respects your right to privacy and considers all the information you have provided as personal information for the purposes of the *Privacy Act 1988 (Commonwealth)*.

The Story Island Project uses your personal information in accordance with National Privacy Principles.

This *Privacy Policy* governs the way the Story Island Project collects, uses, maintains and discloses information collected from staff and volunteers.

This *Privacy Policy* applies to all products and services offered by the Story Island Project.

Personal information will be used only for the purposes described in section 3 of this policy, 'How we use collected information'.

1. Use of personal information

- Before or at the time of collecting personal information, we will identify the purposes for which the information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information for as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up to date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- We will not disclose your personal information to any third parties without your consent, unless permitted or required to do so by law.
- We will make readily available to the public information about our policies and practices relating to the management of personal information.
- We are committed to conducting our activities in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

2. Personal identification information

We may collect personal identification information from staff and volunteers in a variety of ways, including, but not limited to, when volunteers register on our website, subscribe to our newsletter, respond to a survey, fill out a form, and in connection with other activities or services.

If it is appropriate, volunteers and staff may be asked for their email address, mailing address, phone number and Working with Vulnerable People registration number. We will collect personal identification information from staff and volunteers only if they voluntarily submit such information to us. Staff and volunteers can always refuse to supply personal identification information, except that it may prevent them from engaging in certain activities.

3. How we use collected information

The Story Island Project may collect and use staff and volunteers' personal information for the following purposes:

- *To improve customer service*
Information that staff and volunteers provide helps us respond to customer service requests and support needs more efficiently.
- *To improve our activities*
We may use feedback provided by staff and volunteers to improve our products and services.
- *To process payments*
We may use the information staff and volunteers provide about themselves when making a donation to the organisation, only to provide service to that donation. We do not share this information with outside parties except to the extent necessary to provide the service.
- *To send periodic emails*
We may use the email address to send staff and volunteers information and updates. It may also be used to respond to their inquiries, questions, and/or other requests.

4. How we keep personal information safe

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of staff and volunteers' personal information, transaction information and data.

5. Sharing your personal information

We do not sell, trade, or rent staff and volunteers' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding staff and volunteers with our business partners and trusted affiliates for the purposes of research and evaluation.

6. Changes to this privacy policy

The Story Island Project has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage staff and volunteers to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. Staff and volunteers acknowledge and agree that it is their responsibility to review this privacy policy periodically and become aware of modifications.

7. Acceptance of these terms

By signing their individual employment agreements, staff signify their acceptance of this policy.

By signing our *Volunteer Agreement*, volunteers signify their acceptance of this policy. If they do not agree to this policy, we ask them not to sign our *Volunteer Agreement*.

Continuation as a volunteer or staff member will be deemed as acceptance of those changes.