

## CCWA Privacy Statement

The Conservation Council of Western Australia (CCWA) is committed to protecting the privacy of our members, supporters, donors, staff, volunteers, and stakeholders. This Privacy Policy explains how we collect, use, disclose, and protect your personal information in line with the *Privacy Act 1988 (Cth)*, the *Australian Privacy Principles (APPs)*, and any other applicable legislation.

### 1. Purpose

CCWA collects and uses personal information to support our mission of protecting and restoring Western Australia's environment. We are committed to handling personal information responsibly, transparently, and securely.

### 2. What Information We Collect

We may collect the following types of personal information:

- Contact details (name, address, email, phone number).
- Membership and supporter information (including preferences, donation history, and communication choices).
- Payment details (for donations, memberships, and event registrations).
- Employment or volunteer records (if you apply to work or volunteer with us).
- Advocacy and campaign engagement data (such as petitions signed, surveys completed, or events attended).
- Website and digital interactions (including cookies, IP addresses, and analytics data).

We will only collect sensitive information (eg: health information of volunteers or Aboriginal and Torres Strait Islander identification) with your explicit consent or where required by law.

### 3. How We Collect Information

We collect personal information when you:

- Become a member, donor, or supporter.
- Register for an event, campaign, or activity.
- Subscribe to our newsletters, updates, or communications.
- Visit our website or interact with us online.
- Apply for employment or volunteer opportunities.
- Communicate with us directly.

### 4. How We Use Your Information

CCWA uses personal information to:

- Provide membership, campaign, and supporter services.
- Process donations, payments, and receipts.
- Keep you informed about our work, events, and opportunities to get involved.
- Manage staff, contractors, and volunteers.
- Comply with legal, reporting, and governance obligations.
- Improve our services, communications, and advocacy impact.

### 5. Disclosure of Information

We may disclose personal information to:

- Trusted service providers (e.g., IT, payment processing, mailing services).

- Funding bodies and regulators, where required.
- Partner organisations (where you have opted in or consented).
- Legal or regulatory authorities, where required by law.

We will never sell or rent your personal information and will not disclose your information to any non-trusted third party service providers (eg: artificial intelligence applications).

## 6. Data Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. This includes physical, electronic, and managerial safeguards.

Where information is no longer needed, it will be securely destroyed or de-identified.

## 7. Access and Correction

You have the right to access the personal information we hold about you and to request corrections if it is inaccurate, out of date, or incomplete. Requests should be made in writing to CCWA (see contact details below).

## 8. Direct Marketing and Communications

We may use your information to send you updates about CCWA's campaigns, events, and fundraising initiatives. You can opt out of communications at any time by following the unsubscribe link in emails or contacting us directly.

## 9. Website and Cookies

Our website may use cookies and analytics tools to improve user experience and measure engagement. You can manage or disable cookies through your browser settings, although some site functions may not work correctly.

## 10. Overseas Disclosure

CCWA may use service providers (such as cloud or email platforms) that store information outside of Australia. In these cases, we take reasonable steps to ensure that your information is managed in accordance with the Australian Privacy Principles.

## 11. Complaints and Concerns

If you believe your privacy has been breached, you can make a complaint by contacting CCWA using the details below. We will investigate and respond to your concerns promptly. If you are not satisfied, you may contact the Office of the Australian Information Commissioner (OAIC).

## 12. Contact Us

For questions, requests, or complaints about privacy, please contact:

### Conservation Council of Western Australia (CCWA)

1186 Hay Street, West Perth WA 6005

Phone: (08) 6558 5155

Email: [conswa@ccwa.org.au](mailto:conswa@ccwa.org.au)

Website: [www.ccwa.org.au](http://www.ccwa.org.au)