

PRIVACY POLICY

Purpose

The purpose of this policy is to explain how Transparency International Australia (TIA, we, our, us) takes steps to respect your privacy, keep any information you share with us secure, and not misuse any information you share with us.

This policy also details what personal information we collect, how we use it, and how you may access the personal information you share with us, including amending or deleting your contact or payment details.

Scope

This privacy policy applies to personal information collected by TIA, including through the site known as www.transparency.org.au. "Personal information" is information or an opinion, in any form and whether true or not, about an identified individual or an individual who is reasonably identifiable.

Examples include an individual's name, address, contact number and email address.

This policy applies to the handling of personal information by TIA employees who are responsible for the collection, storage and use of personal information.

Staff are required to abide by our policies relating to privacy, fraud and ethical conduct and police checks are conducted for sensitive roles.

Board members are required to abide by our policies relating to ethical conduct and to regularly update the Register of Interests.

Policy Statement

Our commitment to protecting your privacy rights

TIA is strongly committed to protecting your privacy. We do not release our contact lists containing personal information to third parties for their own use without your consent. We may share relevant information with our event organisers for the purposes of managing our events.

Our privacy practices align with the requirements of the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

Our commitment to data security

Transparency International Australia will take steps to ensure that information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment. We cannot, however, guarantee the security of any data you transmit to us over the internet. These activities are conducted at your own risk. Because of this risk we operate an SSL certificate to protect your information, and we do not store any personal information, including contact details and payment information on our website. We also provide a range of options for you to contact us, including the website contact form, email, mail and telephone.

Practice

Why do we collect personal information?

We collect information in order to:

- administer our relationships with members and donors;
- process donations, membership fees and provide receipts;
- process event and conference registrations;
- disseminate information to individuals and organisations who have signed up to our e-newsletter;

- disseminate information to TIA members, including the e-newsletter and invitations to special events;
- maintain accurate details of organisational history;
- keep accurate corporate member records/details for directory listing;
- consider job applicants for current and future employment, as well as applicants for volunteer and intern positions.

How do we collect personal information?

We collect personal information in a variety of ways, including:

- when you interact with us in person, in writing, by telephone or via email;
- when you contact or submit a form through our website;
- when you send us a completed membership form or questionnaire;
- when you register for one of our events or conferences;
- when you submit an application for a job, volunteer position or internship with us.

What information do we collect?

The kinds of personal information we collect and hold about you depend on the nature of your dealings with us and the circumstances of collection.

We may collect and store your name, address, telephone number, email, employment details, payment card details (including transaction details/history), authorisations, records of your communication and interaction with us and details/history of preferences, interests and behaviour relating to products, services and activity with our digital services. We generally store this information in a customer relations management system. We may share your contact details with event organising platforms to disseminate invitations to TIA events.

Any personal or organisational information recorded is treated as strictly confidential.

Primarily we collect information provided by individuals and organisations interested in our operations and activities via our contact form, email, membership form, event registration, and donations page, which includes name, phone number, email, organisation, and payment details. Individuals and organisations could include employees, donors, members, suppliers, volunteers, service providers, journalists and people interested in being informed of TIA's work.

Some information regarding website activity is collected automatically and anonymously via Google Analytics to help us understand users' experience of the website.

All payments for membership and donations are processed via a secure online payment platform. Please refer to our Donations Policy for more information. Our payment gateway is Payment Card Industry (PCI) compliant.

Communications From TIA

By signing up to TIA's e-newsletter, you are consenting to receive our e-newsletter and invitations to special events. You may opt out of receiving these emails at any time by clicking 'unsubscribe' at the bottom of the e-newsletter or by writing to us.

Where is your information stored?

We take steps to protect all of the personal information we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure. Personal information is stored on a password-protected electronic database, which may be on our database or a database maintained by a cloud-based hosting service. Personal information to identify and contact you may also be stored with third party providers which may be based overseas.

Hard copy information is generally stored in our offices, which are secure. Unauthorised people do not have access.

Dealing with unsolicited personal information

Transparency International Australia is committed to upholding the Australian Privacy Principles (APPs), including APP 4 – Dealing with unsolicited personal information. If we receive personal

information that we did not actively seek, we will assess whether it is necessary for our functions or activities and whether we could have lawfully collected it. If not, and it is lawful and reasonable to do so, we will destroy or de-identify the information as soon as practicable. This approach ensures that we only retain personal data that is relevant, necessary, and collected in accordance with our privacy obligations.

Contacting TIA

Individuals for whom we have details recorded can ask for a copy of their details at any time and we will generally provide them with access to that information. Individuals can also ask to update and/or alter their details at any time.

Should you have any issues in relation to Transparency International Australia and your privacy, you can raise this with our staff via info@transparency.org.au who will address your concerns promptly.

Maintaining Your Information/Questions About Privacy

For further information about this privacy policy, to access or change your details or, to register an issue in relation to the way TIA has dealt with your privacy, you may contact TIA in the following ways:

- [CONTACT FORM](#)
- Phone: 0421 498 644
- Email Address: info@transparency.org.au

Transparency International Australia website (www.transparency.org.au)

We use Google analytics to anonymously assess how users are using our website so that we may improve their experience.

Cookies may be used on the Transparency International Australia website for session management only. You may need to enable Session Cookies to use our website.

Links to Other Internet Sites

Our website contains links to other sites. Other sites may also have links to our site. Please note that TIA cannot take responsibility for the content, privacy practices or business practices at these external sites.

Related documents

This policy should be read in conjunction with:

- Complaints Policy
- Donations Policy

About this Policy

This Policy is to be reviewed as needed and at least every 2 years.

Title	Privacy Policy
Version	2
Owner	Transparency International Australia
Date of approval	December 2024
Next review date	December 2026