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## Privacy Statement

The South Australian Aboriginal Community Controlled Organisation Network ('we', 'our', 'us', 'SAACCON') is committed to protecting the personal information that we collect and hold about you. This Privacy Statement (**Statement**) sets out how we collect, use and share your personal information and how to contact us with any queries or concerns. Although we are not bound by the *Privacy Act 1988* (Cth) (**Privacy Act**), we adhere to the Australian Privacy Principles (**APPs**) as far as practicable.

By voluntarily supplying us with your personal information you are agreeing to be bound by this Statement. While we may update this Statement from time to time, the most recent version of this Statement will always be available on our website. If we change the Statement in any material way we will post a notice on our website along with the updated Statement.

If you are accessing the secure portal through our website, we may also contact you via your contact information on file, for example by email, notification or some other equivalent measure.

If you have any queries, concerns or complaints about how we handle your personal information, please contact our Privacy Officer in the first instance:

Privacy Officer Contact: Christine Brown  
Email: [Christineb@alm.org.au](mailto:Christineb@alm.org.au)

Postal address  
Attention: Privacy Officer  
SAACCON  
321-325 King William Street, Adelaide South  
Australia 5000, Australia

*Our website contains links to other websites. When a user clicks on a link to another site they are no longer subject to this Statement.*

### 1. What types of information do we collect and why?

We may collect personal information through a number of mechanisms, including:

- 1.1 Collection from you:** we collect and store information you provide directly to us (either in person, by email, by phone, by accessing our member portal or by any other direct means) in order to deliver our services. This includes:
  - Contact information: such as your name, address, email address, telephone number;
  - Member Information: information such as the name, email address, telephone number for each member organisation;
  - Personal information: such as date of birth and driver's licence details: and/or
  - Business details: such as your Australian Business Number.
- 1.2 Automatic:** we use cookies (small text files stored on your devices that provide us with information such as your internet protocol (**IP**) address, server information, internet service provider, and information on how you interact with our website) and other services that allow us to understand how you use our online media. This information is not linked to you personally.
- 1.3 Device:** if you use our services or interact with us through a mobile device, we receive technical information about your device, numbers that identify the device and your location information. This information is not associated with you.
- 1.4 Communications:** when you communicate with us, we collect information such as your contact details (such as email address or phone number). We also engage

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third party services that provide us with information about how you interact with some communications we distribute. You can elect to not receive communications from us by contacting our Privacy Officer

**1.5 Digital platforms:** if you access our goods or services by connecting a social media login (such as Facebook or Google) we collect information derived, associated or connected with that platform where permitted by the platform's terms of service. Any information we collect from social media, or other online, platforms is collected in accordance with that platform's terms and conditions.

**1.6 Through other sources:** where necessary, we also collect your information from publicly available records. This can include information relating to an individual's credit worthiness and other information from credit providers, subject to legal restrictions. Where appropriate and necessary to do so we use collect information from public records such as those maintained by the Australian Securities and Investments Commission, Australian Financial Security Authority (PPSR), and land titles offices in each state. We may do this where it is unreasonable or impractical to collect this information from you.

If you have previously applied for a position with us we may have received your personal information from third parties such as recruiters or external websites. We use the information we receive to contact you about any potential opportunities or to evaluate your candidacy.

You have the option of not identifying yourself or interacting with us using a pseudonym. However, this may not be practicable when engaging our services.

## **2. How do we use your information?**

We will only use your information for the purposes for which it was collected (**primary purpose**) or a purpose related to that primary purpose if it would be reasonably expected by you or where we have separately obtained your consent.

We use personal information for the primary purpose of communicating with you about SAACCON and our goals, or regarding access to our member portal .

How we use the information we collect depends, in part, on which services you use, how you use them and any preferences you have communicated to us. If you would like to restrict how your personal information is handled beyond what is outlined in this Statement, please contact our Privacy Officer.

### **2.1 Disclosure of personal information to third parties**

We may disclose your information to third parties who assist us in providing, managing and administering our goods and services. We will also disclose your personal information where such disclosure is required by law.

We will not sell or license your information to third parties or otherwise disclose your personal information unless we believe on reasonable grounds that you have provided your authorisation. In certain circumstances we may be required to disclose your personal information without your consent in order to comply with any court orders, subpoenas or other legal process or investigation including by tax authorities, if such disclosure is required by law. Where possible and appropriate, we will notify you if we are required by law to disclose your personal information

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## 2.2 Member Portal

We maintain a specialised login to our member portal (**Member Portal**). Access to the Member Portal for designated users requires users to enter an email and password to sign in.

The Member Portal may also allow designated users to upload additional information. This information may be stored on the Member Portal and accessed by other users.

We do not control the information that is uploaded to the Member Portal by users.

## 3. How do we store and secure the information we collect?

We store your personal information as on our electronic data base system and on computers with appropriate back up and security systems. We also store your information in physical files and we have physical and procedural safeguards in place to ensure that your information is appropriately protected.

### 3.1 Security and management of personal information

We will take reasonable steps to protect the personal information we hold from misuse, loss, and unauthorised and accidental access, modification, disclosure, destruction, or other action which prevents or otherwise hinders our access to your personal information on a temporary or permanent basis. We do this by:

- Putting in place physical, electronic and procedural safeguards in line with industry standards;
- Requiring any third party providers to have acceptable security measures to keep personal information secure;
- Limiting access to the information we collect about you;
- Imposing confidentiality requirements on our employees;
- Only providing access to personal information once proper identification has been given.

## 4. Accessing the information we hold about you

You may be able to obtain a copy of the personal information that we hold about you. To make a request to access this information please contact us in writing. We will require you to verify your identify and specify what information you wish to access. If eligible, we may choose to grant you access to the information.

We may charge a fee to cover the costs of verifying your application, and retrieving, reviewing and copying any material requested.

For more information on privacy see the [Australian Information Commissioner's website](#).