

## Privacy Policy – Australia's CEO Challenge

### Protecting your privacy

Australia's CEO Challenge ACN 102 422 202 (**ACEOC**) is committed to protecting personal information you provide to us. We will collect, use and disclose personal information in accordance with this policy and the Australian Privacy Principles (Schedule 1, *Privacy Act 1988* (Cth) (**Privacy Act**)).

### What is your personal information?

Personal information is defined in the Privacy Act to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

For example, personal information includes an individual's name, address, telephone number, email address, bank account or credit card details.

### Collection of personal information

ACEOC is a charitable organisation which was incorporated in 2002. Our principal function is to work with corporate Australia and the violence prevention sector to create and sustain a world free from domestic and family violence, where homes and workplaces are places of safety and care (**Services**). As part of providing the Services, ACEOC allows individuals to subscribe to ACEOC's mailing list and also has a membership base to which individuals can choose to sign up. ACEOC also provides an online training program in relation to understanding domestic violence, the impact of domestic violence in the workplace, and how to recognise, respond to and refer staff and colleagues who may be impacted by domestic violence (**Program**). It is also the policy of ACEOC in providing the Services, to further develop its own website located at the domain name [www.australiasceochallenge.org](http://www.australiasceochallenge.org) (the **Website**).

ACEOC only collects personal information that is reasonably necessary to provide the Services and/or Program. The types of information collected by ACEOC include, but may not necessarily be limited to, your name and contact details (including your email address).

Generally ACEOC will not collect sensitive information about you (such as your race or ethnic origin, political beliefs or religion). If ACEOC needs sensitive information, it will ask your consent when it collects this information (unless an exemption applies).

We may collect personal information when you:

- deal with us over the telephone or by email;
- visit our Website and provide your details on our Website, including when you register to use our Website, sign up to become a member or subscribe to our mailing list;
- visit our Website or another website on which the Program is hosted by (or on behalf of) ACEOC and provide your details, including when you register to use and access the Program.

ACEOC may collect information based on how you use the Website or another website on which the Program is hosted by (or on behalf of) ACEOC. ACEOC uses 'cookies' and other similar technologies to collect non-identified/anonymous information about the users of its Website such as the number of visitors and the number of pages viewed. This information is collected to analyse and improve the Website and to record statistics on web traffic. No attempt is made by ACEOC to use this information to personally identify you. Further, we will de-identify the information before using it for program enhancement.

If reasonable and practicable to do so, ACEOC will collect personal information directly from you.

ACEOC will only collect personal information from you by lawful and fair means.

### **Use and disclosure of your personal information**

We will use, hold and in limited circumstances or with your consent, disclose, your personal information primarily for the purpose of providing the Services and/or Program.

In some circumstances your personal information may be disclosed to service providers that perform a range of services on behalf of ACEOC including auditors and solicitors, information technology vendors and other consultants.

We may disclose your personal information to GO1 Pty Ltd as it may host the Program on its website (click here <https://www.go1.com/policy.html> to view GO1's privacy policy).

ACEOC is unlikely to disclose your personal information to overseas recipients.

### **Storage and protection of personal information**

The security of your personal information is of paramount importance to ACEOC and it will take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification and disclosure.

Reasonable steps will be taken to dispose of personal information that is no longer needed for the purposes for which it was collected.

### **Access and correction of your personal information**

Subject to certain exceptions, ACEOC will provide you with access to your personal information upon receiving a written request. ACEOC will endeavour to acknowledge such requests within 14 days of receiving the request and provide the requested information within 30 days.

If you believe that ACEOC is holding inaccurate or outdated information about you, you should notify ACEOC in writing by contacting us at the contact details below. We will take reasonable steps to correct the information so that it is accurate, up-to-date, complete, relevant and not misleading.

In certain circumstances, ACEOC may not be able to correct or provide you with access to your personal information. In these circumstances ACEOC will write to you to explain and provide the reasons why.

### **Complaints**

If you consider that ACEOC has breached the Australian Privacy Principles, you may make a complaint in writing to ACEOC at the contact details below.

ACEOC will endeavour to acknowledge the complaint within 14 days of its receipt and investigate the complaint and respond to you advising the outcome of the investigation within 30 days or as soon as practicable.

If you are not satisfied with our response, you may take your complaint to the Office of the Australian Information Commissioner.

### **Contact us**

If you have any questions about this privacy policy, if you wish to complain about how ACEOC handled personal information about you or if you wish to access or correct your personal information, please contact ACEOC's privacy officer via:

Email: [team@australiasceochallenge.org](mailto:team@australiasceochallenge.org)  
Post: P.O Box 7844, Waterfront Place, QLD, 4001  
Phone: 07 3119 6347

**Changes to our privacy policy**

This privacy policy is subject to change at any time. Please check our Website regularly for any changes. By continuing to use the Website and/or Program you will be deemed to have accepted any changes to ACEOC's privacy policy.