

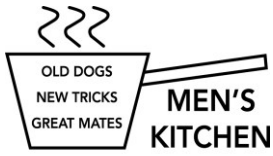


PRIVACY AND CONFIDENTIALITY POLICY

of the MEN'S KITCHEN ASSOCIATION

Australian Company Number (ACN) 647 828 064
Australian Business Number (ABN) 18 647 828 064

A company limited by guarantee



MKA PRIVACY AND CONFIDENTIALITY POLICY

Version History

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1 Policy Statement

- 1.1 The Men's Kitchen Association Limited (**association**) is committed to protecting and upholding the rights of our members privacy and confidentiality and will apply the Australian Privacy Principles in the way we collect, store and use information about clients, their needs and the services we provide to them.
- 1.2 Personal information we collect includes:
 - a. names and address details
 - b. date of birth and gender
 - c. information provided on membership applications and attendance records, and
 - d. any personal information collected about your spouse and dependants
- 1.3 It may be necessary in some circumstances for the **association** to collect sensitive information about you in order to provide you with specific services. Examples of the type of sensitive information that is collected includes food preferences and health information.

2 Purpose of collecting, holding, using and disclosing personal information

- 2.1 The **association** collects, stores and uses personal information for a number of purposes including:
 - a. to provide you with a range of services
 - b. when engaging service providers, government or agencies relating to service delivery
 - c. to report to our funding bodies according to our contractual obligations
 - d. to respond to your feedback or complaints, and
 - e. to conduct surveys and ask you for feedback
- 2.2 We may need to disclose your personal information to others to comply with the law, or if we think you or someone else is at risk of harm.
- 2.3 If you do not provide us with the personal information we have requested, we may not be able to complete or fulfil the purpose for which the information was collected, eg. providing you with a service you had asked for.
- 2.4 We do not disclose personal information to third parties for the purpose of allowing them to send marketing material to you. However, we may share



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non personal, de-identified or aggregated information to them for research, promotional or advocacy purposes.

- 2.5 The **association** may disclose your information to third-party organisations, that comply with applicable privacy and security standards, for the purposes of permitting the third-party organisation to deliver services to the **association** on your behalf.
- 2.6 The **association** will not disclose your personal information to anyone, or any organisation overseas, except for the purpose of securely processing information using third-party systems that comply with applicable privacy and security standards.

3 How we collect personal information

We collect your personal information from you:

- a. directly - for example, when you join or at activities organised by the **association**,
- b. when you send us correspondence (including via email or text message), or
- c. when you complete a form or survey.

4 Where you provide us with a third party's personal information

- 4.1 If you provide us with someone else's personal information, you should only do so if you have their consent to do so. You should also take reasonable steps to inform them of the matters set out in this Privacy Policy.

5 Storing personal information

- 5.1 We take security measures to protect your electronic information we hold including restriction of access. When a hard copy is retained, we take security measures to protect your information.

6 Gaining access to personal information we hold

- 6.1 You can request access to your personal information, subject to some limited exceptions permitted or required by law.
- 6.2 Such request must be made in writing to the **association's** secretary and it will be actioned within 20 working days. If the **association** is unable to give you



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access to your personal information that you have requested, the secretary will explain the reasons why.

- 6.3 The **association** will provide you with access to your personal information at no personal cost.

7 Keeping personal information current

- 7.1 If you believe that any personal information the **association** has collected about you is inaccurate, not up-to-date, incomplete, irrelevant or misleading, you may request correction.
- 7.2 To do so, please contact the secretary and we will take reasonable steps to correct it in accordance with the requirements of the Privacy Act.

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