

Bluebird Foundation Privacy Policy

Purpose

This policy outlines Bluebird Foundation Inc.'s (Bluebird Foundation) obligations for and commitment to the responsible management of personal information held about its staff, participants, contractors, volunteers, participants and individuals with whom it interacts.

Scope

This policy applies across all Bluebird Foundation's activities.

Policy

Bluebird Foundation collects and administers a range of personal information for the purposes of providing arts programs to the community. Bluebird Foundation is committed to protecting the privacy of its donors, volunteers, members, employees, contractors, participants and any other individuals or entities with whom it transacts. This policy explains how Bluebird Foundation manages personal information.

Compliance

Bluebird Foundation is bound by laws which impose specific obligations when it comes to handling information. Bluebird Foundation complies with the Australian Privacy Principles set out in the Privacy Act 1988 (Cth). It also complies with the Health Records Act 2001 (Vic) to the extent that it collects Health Information. Bluebird Foundation has adopted the following principles as minimum standards in relation to handling personal information.

Personal Information

Personal information is defined in the Privacy Act 1988 (Cth) as any information, whether true or not, and whether recorded in a material form or not, about an individual who is either identified by the information or could be reasonably identifiable.

Bluebird Foundation may collect personal information such as name, email address, phone number, address, health and dietary information, work and education history, Working with Children Check, Police Check when appropriate, attendance, donation transaction, newsletter membership, or participation in events or other activities. Bluebird Foundation may also collect information about preferences, feedback and interests.

Collection of Personal Information

Bluebird Foundation collects personal information where necessary for or directly related to its functions and activities or where required by law. Bluebird Foundation does not collect sensitive personal information unless it is necessary for the provision of its services or required by law. Bluebird Foundation collects personal information directly from the individual, where reasonable and practical to do so. For children and youth under the age of 18, personal information is collected from a parent or legal guardian.

Use of Personal Information

Bluebird Foundation uses the information it collects to manage all interactions with individuals and entities through the course of the organisation's activities. This may include but is not limited to:

- a. Providing services or products;
- b. Managing and collecting fees, charges, invoices and payments;
- c. Communicating information including services, activities and events;
- d. Processing donations, issuing tax receipts and acknowledging support;
- e. For marketing and fundraising events and activities;
- f. To invite participation in surveys;
- g. To investigate incidents and complaints;
- h. To provide appropriate advice and assistance in the event of any emergency;

- i. To improve services and offerings
- j. To comply with legal and regulatory requirements

Disclosure

Bluebird Foundation does not sell, trade or rent your personal information to third parties. We may share your information with service providers and contractors who assist Bluebird Foundation in delivering services. Bluebird Foundation ensures that contractors are obligated to safeguard personal information and to use it only to the extent necessary for the provision of the contracted services.

Bluebird Foundation may disclose personal information if:

- a. It reasonably believes that the disclosure is necessary;
- b. To lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety;
- c. To assist a law enforcement body; or
- d. The disclosure is required or authorised under an order of a court or tribunal, or under Australian law, including the Privacy Act.

Security and Storage

Bluebird Foundation takes all reasonable steps to protect the personal information that it holds from misuse, loss, or unauthorised access, including by means of firewalls, password access and secure servers.

Associated Documents:

N/A