

1 Privacy statement

Committee for Perth Limited (ABN 118 292 792) of Level 14, 191 St Georges Terrace, Perth Western Australia 6000 ('the **Committee**', '**we**', '**us**' and '**our**') is committed to protecting the confidentiality and security of your personal information. This Privacy Policy governs how we collect, use, handle, disclose and protect your personal information. It also outlines how you can access and change your information, ask a question or make a complaint.

By using the Committee's Website at <https://www.committeeforperth.com.au/> (the **Website**), attending the Committee's events, engaging with the Committee's research and advocacy initiatives, participating in competitions run by the Committee, or otherwise interacting with the Committee as set out in this Privacy Policy, you agree to us dealing with your personal information as set out in this Privacy Policy.

The Committee is not responsible for how third-party websites linked to the Website deal with your personal information. We encourage you to review the privacy policies of any such websites that you choose to visit so that you can understand how they collect, use and share your information.

2 Collection of your personal information

Personal information is information that identifies you as an individual or from which your identity can be reasonably identified.

2.1 The types of personal information we collect

The types of personally identifiable information we may collect include:

- contact information, such as your e-mail address, name, home or work address or telephone number;
- demographic information, which is not unique to you, such as your postcode, age, gender, preferences, interests and preferences;
- details of the products and services (including seminars and newsletters) we have provided to you or that you have enquired about, including any additional information necessary to deliver those products and services and respond to your enquiries;
- any additional information relating to you that you provide to us and any other personal information that may be required in order to facilitate your dealings with us; and
- information about the device you use to access our Website, such as hardware and software details, your IP address, browser type, domain names, access times and referring website addresses.

2.2 How we collect personal information and non-personal information

We can only collect personal information about you in ways that are lawful and fair.

We may collect information from you directly, such as when you, call, message or email us, enter information into or otherwise interact with the Website, enter competitions organised by the Committee, or otherwise interact with us. We may also collect your personal information indirectly from third parties, for example, our service providers, where reasonably necessary to provide a product or service to you or engage with you in the course of our usual business activities.

3 Use and disclosure of your personal information

3.1 General

We may use your personal information:

- (a) as reasonably required to operate the Website, deliver a service or product you have requested and respond to your enquiries;
- (b) to inform you of the Committee's activities, products or services available, or to improve the Committee's products and services;
- (c) to contact you in connection with the Committee's research and advocacy activities including conducting surveys;
- (d) for the purpose of conducting and promoting competitions run by the Committee, and for other promotional and marketing purposes (including indirect marketing);
- (e) for purposes related to those set out in this section 3.1, which might be reasonably expected; and
- (f) for any other purpose in respect of which we obtain your consent.

The sections below provide further details, if relevant, for your particular usage.

3.2 Other purposes

We may also use your personal information for ancillary purposes and generally in the process of providing a quality service and experience while you access or use our Website. In connection with these purposes, we may provide your personal information to third parties.

3.3 Disclosure of personal information

We only hold, use and disclose personal information about you for the purposes outlined in section 3. The Committee does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Such disclosure may include to:

- (a) our service providers (such as web hosting or data storage providers);
- (b) trusted partners to help us perform statistical analysis, contact you via email or postal mail, provide customer support, or arrange for deliveries;
- (c) regulatory bodies, government agencies, law enforcement bodies or courts; or
- (d) introduce you to us (such as by a referral).

We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, we will not transfer your personal information to such a third party without your consent.

We may disclose your personal information for a purpose not listed in section 3 without notice as required to:

- (a) comply with Australian law or, a court or tribunal order;
- (b) protect and defend the rights or property of the Committee; and
- (c) act under exigent circumstances to protect the personal safety of members of the Committee, or the public,

or otherwise in accordance with the *Privacy Act 1988* (Cth).

4 Security of your personal information

We have security measures in place to protect your personal information that we hold. We take reasonable steps to protect your personal information from misuse, loss and unauthorised access, modification or disclosure. We may hold your information in either electronic or hard copy form, and secure the personal information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure.

We do not sell, rent or lease our member lists to third parties. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol. However, we cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Accordingly, any personal information or other information which you transmit to us is transmitted at your own risk.

5 Access and correction of personal information

5.1 Access

You are entitled by law to access the personal information we hold about you and, provided that it is reasonable and practicable, to do so in a manner that you request.

We will need to validate the identity of anyone making an access request, to ensure that we do not provide your information to anyone who does not have the right to that information.

We will provide you with access to your personal information within 30 days of receiving a request from you if it is reasonable and practicable to do so, but in some circumstances it may take longer.

If access is refused, we will give you a notice explaining our decision to the extent practicable and your options to make a complaint.

We do not usually charge you for access to your personal information. However, if the request is complex, we may charge you the marginal cost of providing the access, such as staff costs of locating and collating information or copying costs.

To contact us to access the personal information we hold about you, please use one of the methods outlined in section 7 below.

5.2 Correction

If you feel that any of the personal information we hold about you is incorrect, inaccurate or incomplete, you are able to contact us at any time to request that we correct that information.

If you would like to do so, please contact us using the contact details set out in section 7 below.

We will normally try to resolve correction requests within 30 days of you making a request, but in some circumstances it may take longer.

There will be no cost to you if we correct your personal information held by us.

If we do not agree that your personal information needs to be corrected or changed, then we will add a note to the personal information stating that you disagree with it.

6 Changes to this Privacy Policy

We will update this Privacy Policy from time to time to reflect member and community feedback, address changes to laws and to reflect our current operations and practices. We encourage you to periodically review this Privacy Policy to be informed of how we protect your information.

7 Contact information

We welcome your comments regarding this Privacy Policy. If you believe that we have not adhered to this Privacy Policy, please contact us at enquiries@committeeforperth.com.au.

We will use commercially reasonable efforts to promptly determine and remedy the problem.

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