



Privacy Policy

1. Introduction

Respecting the privacy of people who engage with Engineers Without Borders Australia (EWB Australia) is an important value that we are committed to upholding. Our obligations are mirrored in the Australian Council for International Development (ACFID) Code of Conduct, to which EWB Australia is a signatory. EWB Australia takes reasonable steps to protect the personal information it collects and stores from misuse, interference, loss, unauthorised access, modification or disclosure. Personal information will always be kept confidential and will not be shared, sold or rented to any third party and we will only disclose information if we believe we have a duty to do so by law, or as agreed to in advance by the owner of the personal information.

2. Purpose

This policy sets out EWB Australia's commitment to the proper collection, use and storage of personal information in accordance with the National Privacy Principles under the Australian Privacy Act 1988, the Data Protection Act 2018 and the Spam Act 2003.

3. Scope

Personal information refers to 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 or not the information or opinion is recorded in a material form

The type of personal information EWB Australia may collect includes age, date of birth, gender, images, work and/or home address, phone numbers, email addresses, social media platforms you engage with, medical details or records, emergency contact information, credit card details (cannot be accessed by staff) and information about your relationship to EWB. The type of information collected is dependent on your engagement and participation in specific EWB programs and activities, and can be restricted by individuals through the management of personal privacy settings. EWB Australia will only collect information necessary to support the purposes outlined below.

Some of the purpose of EWB Australia collecting personal information includes, but is not limited to:

- Processing applications to become a participant in EWB Programs
- Processing membership to EWB Australia
- Processing a donation, sponsorship or financial support
- Recruitment and assessment of potential employees
- Facilitating placement in a position within the organisation
- Obtaining feedback about experiences
- Covering EWB liability obligations such as incident or medical reports
- Communicating with overseas partners to facilitate your placement or participation in an EWB program

- Providing feedback or a response to your query or involvement with EWB Australia
- Informing you about EWB Australia's services, development and events
- Monitoring and documenting EWB Australia's programs and the persons engaged with/directly impacted by program activities.
- Supporting EWB Australia's review and improvement of programs and services
- Identifying potential donors or donor opportunities
- Communicate with people regarding our community and corporate partnerships

4. Policy

4a. Collecting Personal Information

EWB Australia collects personal information about employees, volunteers, interns, supporters, partners, members, friends, contractors, visitors to our website and beneficiaries of our programs.

EWB Australia accesses this information when it is necessary for business and reporting purposes. Except for the purposes of monitoring and reporting, where names may be used in our publications and on our website, data is used as aggregated, non-personal information and is intended solely to assist EWB Australia in conducting and enhancing services for our stakeholders.

We may collect personal information over the phone, by email or through our website.

If you believe that information we hold about you is incorrect or you wish to elect to be removed from EWB Australia's databases, please contact EWB Australia at info@ewb.org.au.

4b. Storage and Security of Personal Information

Every effort is made to ensure the security of the EWB Australia system. Information is stored securely in online folders and databases, which have restricted access or require passwords, or in hard copy in controlled facilities. Any personal information not actively being used is archived after two years and destroyed after seven (7) years.

EWB Australia employees and contractors who provide services related to EWB Australia's information systems are required to maintain confidentiality, however EWB Australia will not be held responsible for events arising from unauthorised access of your personal information.

If EWB Australia believes that a data breach has occurred which poses serious harm to affected individuals, under the Notifiable Data Breach Scheme 2018, we are required to notify the affected individuals promptly and lodge a report to the Office of the Australian Information Commissioner as soon as is practicable.

4c. Online Transactions

EWB Australia uses the eWay Payment Gateway for its online credit card transactions. All online credit card transactions performed on this site using the eWay gateway are secured payments. Complete credit card numbers cannot be viewed by EWB Australia or any outside party. All transactions are performed under 128 Bit SSL Certificate.

4d. Further Information

For more information about protecting your privacy, visit the Australian Federal Privacy Commissioner's website <http://www.privacy.gov.au>.

If you would like to make a complaint about EWB Australia's privacy policy or processes, please visit <https://www.ewb.org.au/about/governance/complaints>

5. Interaction with other policies

Complaints and Dispute Resolution Policy

Communications Policy

Finance Policy and Procedure

6. Review and updates

This policy will be reviewed every 3 years or earlier if required.

	Written By:	Reviewed By:	Approved By:	Next Review Date:
Person:	Annie Wormald			
Date:	01.06.2012			
Person:		Finance, Audit Risk Committee (FARC)	EWB Australia Board	
Date:		25.09.2018	08.10.2018	08.10.2021