

PRIVACY POLICY

Who we are

Our website address is: <https://standingtallhamilton.com.au>

Standing Tall in Hamilton Inc.

PRIVACY COLLECTION STATEMENT

We are required by law (in Australia and New Zealand) to provide information to you about how we collect, use, store and disclose your personal information. This document provides you with the details in relation to this. Particulars of our identity and contact details are at the end of this notice.

Why we collect your personal information

We collect your personal information to:

1. Conduct or collate police background checks to ensure the safety of our youth mentees.

What personal information do we collect?

The personal information we collect about you includes (or may include) your name, contact details, date and place of birth, gender, place of work and position title, current and previous residential address(es) and other data as may be required in relation to student mentoring.

How we collect your personal information

We initially collect your personal information directly from you via the mentor application forms. We may also collect your personal information directly from your referees and from third party providers:

1. Australia Police Check
2. Working With Children Checks

You may choose what personal information you provide to us

It is up to you what personal information you provide to us. However, if you choose not to provide certain information, it may affect eligibility to become a mentor.

How we use your personal information

In providing our information services, you accept that:

1. (a) the primary purpose for collecting your personal information is to ensure the safety of our youth mentors.
2. (b) your information will be kept in hard and electronic copy, accessible to the Standing Tall in Hamilton Program Manager, Coordinator and Committee of Management.
3. (c) we may, at any time, use and disclose your personal information to:
 - monitor traffic on our website;
 - investigate any complaint made by you or on your behalf, either privately or by a relevant regulator or law enforcement agency.

Direct Marketing Consents

If you have elected by checking the box on our Application page, we may, at any time, use your personal information (other than sensitive information) to send you information about us and our mentoring program. This will include material including but not limited to communications of the following kind:

- newsletters;
- surveys;
- training opportunities;
- program information; and
- other, if any.

We may do this by using a variety of means including:

- electronic means such as emails, SMS, MMS or similar devices;
- hardcopy to your nominated address; and
- phone call, subject to Do Not Call Register.

In doing so, we will be relying on the consent that you have provided via your application form. At all times you are free to choose not to receive some of or all the communications sent by or on behalf of us. To exercise that choice, you need to communicate that to:

Standing Tall Program Manager:

Email: programmanager@standingtallhamilton.com.au or

Phone: 0432 984 400

How we store and disclose your personal information

Criminal History Checks

Where your personal information is used to procure a criminal history check (however described), you acknowledge that:

(a) *by submitting an application form, you warrant that the personal information you provide in your application form is correct and the purpose is accurately identified;*

(b) we will keep your application and related documentation for the duration of your mentoring relationship, but otherwise for no longer than necessary and dispose of it when it is no longer needed;

(c) in Australia, the details you submit may be forwarded to the AFP, ACIC and/or the police services of the States or Territories of the Commonwealth of Australia;

(d) it is usual practice for an Applicant's personal information and police information to be used by police services and the ACIC for law enforcement, including for the purposes set out in the Australian Crime Commission Act 2002 (Cth);

(e) Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure, but that a check applied for may be in a category for which exclusions from the Spent Convictions legislation applies;

(f) any application to ACIC or the AFP for such a check is submitted on the basis set out in the disclosures as to use and purpose, as well as other terms, set out as part of that application, those being substantially in the form of Schedule 1 to this Collection Statement; and

(g) any criminal history check provided by ACIC is subject to the Disclaimer in Schedule 2

Storage of personal data

We will store your personal data for so long as you are involved with Standing Tall in Hamilton Inc mentoring program. After this time, we will delete or de-identify your personal data.

Your rights

Where we process any personal data about you on the basis of any consent given by you, you have the right to withdraw your consent at any time by giving notice to us (which you can do using our contact details set out above). We will give effect to your withdrawal of consent promptly and will cease any processing that you no longer consent to, unless we have another lawful basis for that processing.

You have the right to request access to a copy of the personal data that we hold about you and to request that we correct or rectify any inaccurate personal data that we hold about you. You may also request that we erase any personal data that we hold about you which is no longer necessary for any of the purposes that we collected it for. We will comply with such requests unless we are permitted or required by law to retain that information.

Authorisation

This document is to be approved by the Standing Tall committee of management when any change is made to the content. This does not include changes to related Documents or Document Control Notes.