

PRIVACY POLICY
CURE BLINDNESS AUSTRALIA INC.

ABOUT YOU

This policy applies to you if you are an individual. With respect to your dealings with Cure Blindness Australia Inc. (CBA), you may be a councillor, client, employee, contractor, volunteer, donor, medical practitioner, optometrist, supplier of services or job applicant.

ABOUT THIS POLICY

At CBA, protecting your privacy and the confidentiality of your personal information is very important.

Personal information covers a broad range of information and is 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 the information or opinion is recorded in a material form or not.

Common examples of personal information include an individual's name, signature, address, telephone number, date of birth, medical records, bank details, employment information and commentary or opinion about an individual.

MANAGEMENT OF PERSONAL INFORMATION

When you give CBA your personal information, CBA must manage your personal information in an open and transparent manner, taking all reasonable steps to ensure that CBA complies with the Australian Privacy Principles (**APPs**) contained in the Privacy Act 1988 (Cth) (PA) and can deal with enquiries and complaints from individuals about CBA's compliance with the APPs. Accordingly, where necessary this Privacy Policy must be read as if the APPs were contained in it. To the extent of any inconsistency between this Privacy Policy and the APPs, the APPs apply.

Unless required by an Australian law, you may also deal with CBA anonymously or by using a pseudonym where this is lawful and practicable.

COLLECTION OF PERSONAL INFORMATION

Generally, CBA will collect personal information directly from you, or from a third party, only to the extent reasonably necessary to provide a product or service, or information about a service, a service provider or a product, to assist a client in connection with the investigation, diagnosis or treatment of any eye disease or to carry out CBA's functions or activities.

CBA may collect personal information from you in situations such as when you:

- deal with us over the telephone;
- email us;
- ask us to contact you after visiting our website; or
- have contact with us in person

CBA must collect personal information only by lawful and fair means.

Subject to certain exceptions, CBA will not collect sensitive information about you unless you consent to collection of the information and the information is reasonable necessary for CBA's functions or activities. Sensitive information includes information about your health, racial or ethnic origin, political opinions, religious beliefs, sexual orientation and criminal record.

NOTIFICATION OF COLLECTION OF PERSONAL INFORMATION

When CBA collects your personal information either directly from you or from a third party, CBA must take reasonable and practical steps, ideally at or before the time it collects your personal information, to make you aware of:

- CBA's identity and contact details;
- The fact and circumstances of collection;
- The purposes of the collection;
- If it might be disclosed to third parties, and if so, the names of those parties;
- Whether the collection is authorised or required by the law;

- The fact that you may request information; and
- Any consequences if personal information is not provided.

USE OR DISCLOSURE OF PERSONAL INFORMATION

CBA will use or disclose your personal information only in ways you would expect or where an exception applies, for example, where that other use or disclosure is:

- required or permitted by law; or
- with your express or implied consent.

DIRECT MARKETING

CBA must not use or disclose your personal information that it holds for the purpose of direct marketing, subject to any of the exceptions set out in APP 7, for example, where the information is not sensitive information, it has been collected directly from you and you would reasonably expect your personal information to be used for the purpose of direct marketing.

CBA generally must provide a simple means by which you can opt out of receiving direct marketing communications.

QUALITY OF PERSONAL INFORMATION

CBA must take reasonable steps to ensure that personal information that it collects, uses and discloses is accurate, up to date, complete and relevant.

SECURITY OF PERSONAL INFORMATION

CBA must take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure

Where CBA no longer needs personal information, CBA must take reasonable steps to destroy the information or to ensure it is de-identified unless CBA is required by Australian law or a court order to retain the information.

ACCESS TO PERSONAL INFORMATION

CBA must, on request by you, give you access to your personal information. APP 12 sets out the grounds on which that access may be refused and also sets out the minimum access requirements, including the time for responding to a request, how access is to be given and, if access is refused, CBA must give you a written notice setting out the reasons for any refusal.

The grounds on which CBA may refuse to give access to personal information include:

- CBA reasonably believes giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety;
- Giving access would have an unreasonable impact on the privacy of other people;
- The request for access is frivolous or vexatious;
- The request is unlawful;
- Giving access would be likely to prejudice enforcement related activities conducted by an enforcement body.

DATA QUALITY

CBA must take reasonable steps to correct your personal information it holds, to ensure it is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held.

CBA may take those reasonable steps where it is independently satisfied the personal information is incorrect or where you request CBA to correct any personal information.

APP 13 sets out other considerations in relation to the correction of personal information.

CONTACT US

To contact us with a privacy enquiry, please contact 1300 900 006 or email admin@cureblindnessaustralia.org.au