

## Privacy Policy

### Purpose

This Policy sets out how Colony 47 collects, holds, uses, and discloses personal and sensitive information for people who are not current employees.

### Policy Statement

In accordance with the Privacy Act 1988 (Cth) and the Tasmanian Personal Information Protection Act 2004, Colony 47 ('we' or 'us') is committed to protecting the privacy of personal and sensitive information of all persons ('you' or 'your') who share personal and sensitive information or whose personal and sensitive information is shared with Colony 47 including but not limited to: members of the public, subcontractors, debtors and creditors, board directors and volunteers.

### Collecting information

Colony 47 may collect personal information directly from a person and may at times also receive information indirectly (from other organisations) about a person.

When we collect personal and sensitive information, we will take reasonable steps to notify the person of the collection by providing a privacy disclaimer and link to this policy at the point of collection.

Providing information after a privacy disclaimer has been issued will be considered consent to collect, hold and use your information in accordance with the practices and purposes outlined in this Policy.

We may collect personal or sensitive information without consent only when the collection of the information is required or authorised by law.

### Opting out of collection

A person may choose to opt-out of sharing their information with us. However, when a person chooses to opt-out, it may no longer be possible to verify a persons identity, provide services, commence employment or send receipts or newsletters.

### Information Security

Information we have collected will be held securely in approved Colony 47 business systems and protected from accidental exposure or sharing.

### Information is used only for the purpose it was collected

Colony 47 may collect, hold, use and disclose personal information only when necessary to:

- identify a person

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- enable us to provide goods and services
- consider donation requests
- tell a person about the goods and services we provide
- pay or invoice for goods and services
- respond to feedback and enquiries
- comply with contractual obligations
- assess and improve the quality of our services
- perform research and statistical analysis
- provide employment
- for any other purpose for which a person has given consent

### Accessing and correcting your information

A person will have the right to request copies of and corrections to the personal information we may hold. A person can request a copy or correction by contacting [reception@colony47.com.au](mailto:reception@colony47.com.au). Colony 47 will respond within 20 working days.

### Disclosure of information

Colony 47 will not use or disclose personal information we hold with third parties unless the person has consented, or we are required to by law. A person may withdraw their consent at any time. Colony 47 may publish permanently deidentified information.

### Direct marketing

When a person provides us with contact details we may request consent to add the details to a distribution list. All direct marketing communications from Colony 47 will include an unsubscribe link. If a person does not want to receive any direct marketing material from us, they can also opt-out by contacting [reception@colony47.com.au](mailto:reception@colony47.com.au).

## Responsibilities

The Policy applies to all persons who share personal and sensitive information or whose personal and sensitive information is shared with Colony 47 including but not limited to: members of the public, subcontractors, debtors and creditors, board directors and volunteers. This policy does not apply to current employees.

The Chief Operating Officer is responsible for implementing and monitoring this policy.

## Related Documents

- Privacy Act 1988 (Commonwealth)
- Australian Privacy Principles and Guidelines
- Personal Information Protection Act 2004 (TAS)
- Confidentiality Policy
- Data and Knowledge Management Policy

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