

LAST REVISED MAY 2023

In this Privacy Policy, 'we', 'our' and 'us' refer to the Wayward Woman Giving Fund (WWGF) – A Subsidiary of the Society of Australian Punk Inc. (SOAP) (ABN 91 109 511 418) and related entities.

At WWGF we want to enable you to be involved in our mission in the knowledge that your privacy is protected. This Privacy Policy, therefore, sets out how we collect, hold, use, manage and disclose your Personal Information in accordance with the Australian Privacy Principles (APPs) <https://www.oaic.gov.au/privacy/australian-privacy-principles> contained in the *Privacy Act 1988* (Cth) (Privacy Act).

By becoming a WWGF member, using the website currently located at <https://www.waywardwomangivingfund.org/> or our social media platforms, or otherwise providing us with information about yourself, you accept the terms of this Privacy Policy and expressly consent to WWGF collecting, using and disclosing the information we collect from you, including your Personal Information, in accordance with this Privacy Policy. We may amend this Privacy Policy following updates to legislation or to reflect any changes in how we collect, hold, use, manage and disclose your Personal Information.

## WHAT PERSONAL INFORMATION DO WE COLLECT AND HOLD?

'Personal Information' is defined in the Privacy Act and includes information or an opinion about you from which you can be identified.

When you become a member of WWGF, we will ask you to provide us (via email) with certain information required to process your membership application, including but not limited to your full name, email address, phone number, and postal address.

If you are not a member, but choose to:

- Subscribe to our mailing list through the WWGF website, or
- Sign-up to attend a WWGF event,

We will ask you for your name and email address to enable us to contact you with relevant information, news articles or other materials that we feel may be of interest to you.

If you want to volunteer to join a WWGF Subcommittee, in addition to your contact information, we will ask you for information about your skills and experience and information about why you want to be involved in WWGF.

We also collect browsing information when you use the WWGF website and interact with our social media accounts, and Personal Information provided when you complete membership surveys.

We will only collect your Personal Information in accordance with the APPs by lawful and fair means, without unreasonable intrusiveness and only where reasonably necessary for one or more functions or activities related to our services.

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We use the Personal Information that we collect to help us achieve our mission:

- *To encourage women to become micro-philanthropists.*
- *To build a strong ever-growing collaborative giving circle community that endeavours to create significant and positive change in the world.*
- *To create an alternative 'wayward' space to mainstream collective giving circle communities.*
- *To create an affordable membership structure that is accessible to women from all financial backgrounds.*
- *To encourage diversity and invite women of different cultures, age groups and with different life experience to become members.*
- *To support grass roots and community-focused organisations and projects that may not be eligible to receive funding from mainstream funding bodies.*

For example, we use the Personal Information that we collect to communicate with you regarding WWGF grants, events, knowledge articles and other news. When you visit our website, we may automatically collect information about you, including details of access, Internet Protocol addresses, web statistics and other information which is required to ensure that the site is functioning properly.

## COOKIES

When you visit our website, the server may attach a cookie to your computer's memory. A 'cookie' assists us to store information about how visitors to our website use it and make assumptions about what information may be of most interest to you. This information is not linked to any Personal Information you may provide and cannot be used to identify you. You should be able to configure your computer so that it disables 'cookies', personalises them or does not accept them.

## HOW DO WE DISCLOSE YOUR PERSONAL INFORMATION?

- Unless required by law, we will never share or sell your Personal Information or disclose it to another party for any purpose other than to achieve WWGF's mission.
- We may use and disclose your Personal Information to third parties that we have hired to assist us in providing our services. For example, we may share your Personal Information with companies that assist us in selling tickets for WWGF events, sending you news or other relevant information or processing transactions.
- We may use and disclose your Personal Information to WWGF's related entities. We may also disclose your Personal Information as permitted, authorised, required or compelled by law, for example to regulatory or government bodies.
- If we disclose your Personal Information to any third parties, we will take reasonable steps to ensure that those third parties comply with the APPs when handling your Personal Information. Any third parties to whom we disclose your Personal Information are only permitted to use that information for the purposes of assisting us in delivering our services.
- We will not disclose your Personal Information to someone who is outside of Australia without prior notice to you.

## DATA QUALITY

We will take reasonable steps to ensure that any Personal Information that we collect, hold, use, manage or disclose is accurate, complete and up to date. We ask that you assist us by updating your details with us if they change.

## HOW DO WE PROTECT YOUR INFORMATION?

- WWGF will take reasonable steps to protect the Personal Information that we hold about you from misuse, loss, unauthorised access, modification or disclosure.
- We use a combination of administrative, physical, and technical controls to do this. For example, we restrict access to our office, use firewalls, password protect IT systems and update the software that we use. Only users authorised by WWGF can access your Personal Information and access is only for authorised purposes.
- If you request us to do so, we will endeavour to delete or destroy your Personal Information where you are no longer a member of WWGF and have no connection with us or a related entity.

## HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION OR SEEK TO HAVE IT CORRECTED?

- Subject to the exceptions in the Privacy Act, you have a right to access and, where necessary, seek to correct the Personal Information that we hold about you. If you would like to access a copy of the Personal Information that we hold about you, please send us an email at [waywardwomangivingfund@gmail.com](mailto:waywardwomangivingfund@gmail.com)
- Similarly, if you believe that we may hold Personal Information about you that is outdated or incorrect (for example, because you have changed your email address or your name) please send us an email at [waywardwomangivingfund@gmail.com](mailto:waywardwomangivingfund@gmail.com). Someone will then get in contact with you to help you have your information corrected.
- We may charge you a reasonable fee for the time and expense incurred in processing your request for access to, or correction of, your Personal Information.

## WHAT IF I HAVE A QUESTION OR WANT TO MAKE A COMPLAINT?

- WWGF welcomes any feedback or comments that you have about our privacy practices. If you have any questions, would like further information or to make a complaint, please send an email to our Privacy Officer at [waywardwomangivingfund@gmail.com](mailto:waywardwomangivingfund@gmail.com) or via telephone at: **0431 301 107**.
- If you believe that we have mishandled your personal information and would like to make a complaint, please contact us using the contact details listed above. Upon receipt of your complaint, we will get in contact with you to verify your identity and then work with you to address your concerns.
- If you are not happy with how we have handled your complaint; you can make a complaint to the Office of the Australian Information Commissioner. Please see the OAIC website '[How do I make a privacy complaint](#)' or contact the OAIC at: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

## CHANGES TO THIS PRIVACY POLICY

We may make amendments to this Privacy Policy from time to time. However, we will always make it clear when we make a change by updating the 'last revised' date at the beginning of this Policy. Any changes take effect by being published on our website. Your continued membership of 100 Women, use of our services or website, or provision of further Personal Information, is deemed acceptance of the amended Privacy Policy.