

Purpose

This privacy policy governs the *website* administrated by the *Organisation* and explains why, when and how the *Organisation* gathers *personal data*. It also provides information on how the *Organisation* stores, maintains and uses that data.

Policy statement

General

The *Organisation* will ensure staff have access to policies. The definitions at the end of this policy must be read to support understanding. Where definitions are required, the word/s will be in italics.

Personal data is collected when people:

- subscribe to receive emails;
- visit the *website*; or
- register profiles on *the website*.

Personal data is used to help the *Organisation*:

- get a better understanding of how people are using the *website*;
- contact *subscribers* via email; and
- connect candidates and employers.

Some of this information is collected using *cookies* and similar tracking technologies. The *Organisation* does not use *cookies* to store *personal data*, or to disclose information to *third parties*.

The *Organisation* may also collect *personal data* when people communicate with the *Organisation* directly via email, telephone or mail.

Sharing of personal data

The *Organisation* does not sell any *personal data*. *Personal data* may be available to any of the following:

- authorised staff within the *Organisation*. This may include *website* administrators and IT systems administrators; and
- subcontractors and other *third parties* with whom we engaged to provide services for the *Organisation* (i.e. marketing).

Subcontractors are obliged to observe the confidential nature of such information and are prohibited from using any or all this information other than for the purpose for which it was provided.

Storage & Security of Personal Information

The *Organisation* takes all reasonable steps to ensure the security of our system and to protect *personal data* from misuse, interference and loss as well as unauthorised access, modification or disclosure. The *website* allows you to access your information at any time to keep it accurate and up to date, or to change a visibility option.

Website profiles

When *candidates* and *employers* create profiles on the *website*, they may choose the profile to be public or private. All the details, including contacts, in public profiles are visible to any website user. Once the profile is private, only *website* administrators can see it. The *Organisation* is not responsible for the privacy of the data once the user opts for a public profile.

Access to personal information

Unless you become a *candidate* or an *employer* or subscribe to the email-list the *website* does not collect information that identifies your personally. If you become a *candidate* or an *employer*, you are able to change or update your profile at any time by logging in to the profile area on the *website*.

Users who are *email subscribers* but have not registered their profiles as a *candidate* or an *employer* do not have access to this additional functionality, however they are able to unsubscribe from the email list at any time.

Candidates who have applied for any position on the *website* should be aware that the *employer* to whom their application is sent may also be holding their *personal data* and should you wish to access that information this should be requested directly from those *employers*.

If you are a *registered user* you can remove all your *personal data* from the *website* and the *Organisation's* systems by deleting your profile on the *website*. If you are not a *registered user* but subscribed to the email-list, you can remove all your *personal data* from the *website* and the *Organisation's* systems by unsubscribing.

User-generated content

The *Organisation* is not responsible for the *user-generated content* on the *website*. However, it takes all reasonable steps to ensure a kind and respectful tone of the content.

Feedback and complaints

Please contact the *Organisation* at customerservice@onetree.org.au if you believe the *Organisation* has breached your privacy rights, or if you would like to discuss any aspect of our *website* privacy policy.

Legislation compliance

Refer to **QM-SS-001 Legislation and Regulations Spreadsheet**.

Reporting requirements

Refer to **QM-FOR-014 Organisational Chart and Reporting Requirements**.

Related policies, procedures and other documents

None

Definitions

Candidate refers to individuals who registered on the *website* and able to respond to job ads published on the *website*.

Cookies are small text files that websites place on computers and mobile devices aiming to enhance and simplify online visits. *Cookies* can be erased from your computer or mobile device using your browser. For instructions on how to handle and delete cookies please look under "Help" in the browser.

Email subscriber is an internet user who permits the *Organisation* to send regular emails to them.

Employer refers to individuals or entities which registered on the *website* and able to post job ads.

Organisation is One Tree Community Services Inc.

Personal data refers to any data collected that identifies a person, such as names, addresses, telephone numbers and other information.

Registered user refers to *website* users who registered their profiles on the *website*.

Subcontractors: a firm or person that carries out work for a company as part of a larger project.

Subscribers: a person who has arranged to receive or access a service.

Third party is an individual or an organisation which may be indirectly involved but is not a principal party to an arrangement, contract or transaction.

User-generated content is any form of content such as video, blog posts, comments, digital images, audio files, and other forms of media that was created by *website users* and is publicly available on the *website*.

Website is EduTribe website (URL: <http://edutribe.com.au/>) administrated by One Tree Community Services Inc

Website users refers to people who visit the *website*.

Change submission and approval details

<input checked="" type="checkbox"/> Urgent approval required			<input type="checkbox"/> No changes made at this review		
Submitted by		Elena Cheremnisova		Date	30/03/2020
Approved by S-MT				Date	
Approved by QMT				Date	
Approved by CEO		Karri Hillier		Date	30/03/2020