



**WOMEN OF COLOUR AUSTRALIA**  
Championing Australia's Women of Colour

## Privacy & Confidentiality Policy

### Introduction

WOMEN OF COLOUR LTD respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information.

“Personal information” is information we hold which is identifiable as being about you.

### Purpose

The primary purpose of this policy is to protect and maintain the privacy of volunteers and to ensure that volunteers understand the organisation’s requirements in relation to the disclosure of personal data and confidential information.

### Policy

#### *A. Privacy*

<https://womenofcolour.org.au/privacy-policy>

#### *B. Confidentiality*

The organisation can be privy to information of sensitive nature and requires volunteers to ensure that they consistently demonstrate and abide by strict confidentiality protocols. This includes respecting others’ rights to privacy and maintaining the integrity, confidentiality and privacy of any information concerning WoCA community members, other volunteers, staff,

the board, ambassadors and processes they may be privy to during the course of their volunteering duties.

Accessing, collecting or disclosing confidential information is only allowed where that disclosure is authorised by the managing director or required by law.

Volunteers should be aware that the obligations placed on them not to disclose confidential information continue to apply to them following the termination of their volunteering role with WoCA.

At times discussions may occur about a volunteer or WoCA community member. Sharing of information should be limited to those with whom there is a need to discuss such details, and who are authorised to receive such information. This may include your Volunteer Coordinator, the Volunteer Manager or relevant management staff.

WoCA Volunteers shall not, except as authorised by the Managing Director, use for their own benefit or gain or divulge to any persons, company, or other organisations whatsoever any confidential information relating to their affairs or dealings with WoCA. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of authorised disclosure.

Confidential information includes, but is not limited to:

- Personal information related to staff, volunteers, board members, WoCA community members and ambassadors.
- Personal information provided by individuals in the WoCA community during their interaction and engagement with WoCA.
- Confidential information concerning financial transactions, management procedures, internal reviews and associated information produced by WoCA.
- Information pertaining to potential funding sources or sponsorship offers.
- All non-public information where disclosure to third parties may not be in the best interests of WoCA.