



Privacy Collection Notice Guide

Micah Projects Ltd ABN 76 409 721 192 and its officers, employees, agents, volunteers, students, consultants and contractors (we, us or our) are committed to protecting the privacy of your personal information.

During Micah Projects work, we collect personal identifiable and sensitive information from:

- a) the people we support or who we may support in future and their immediate supports/families;
- b) our current and prospective volunteers, students, contractors, consultants and agents, and employees; and
- c) our donors and collaborators.

The primary purpose for which we collect, hold, use and disclose personal information varies depending on the individual that we are collecting the information from. Our primary purpose for collecting, holding, using and disclosing personal information from the people we support or who we may support in future and their immediate supports/families is generally to provide them with our goods and services.

Our primary purpose for collecting, holding, using and disclosing personal information from volunteers, students, contractors, consultants and agents is to assist us in providing our goods and services. We may also use the personal information to conduct checks to ensure that the volunteers, students, contractors and consultants can perform the services to our standards or for payment purposes. With Research Partners and for quality service improvements.

For current and prospective employees, volunteers, students, contractors, consultants and agents our primary purpose for collecting information is to assess suitability for employment or engagement.

For donors and collaborators, our primary purpose for collecting information is to provide convenient means for making donations, details of events and other activities, newsletters and marketing material and offers or opportunities for collaboration.

In the case of other persons that contact us (including users of our website), our primary purpose is to assist us to respond to enquiries or complaints.

Personal information may also be collected, held, used or disclosed by us for purposes consistent for which it was collected that are within reasonable expectations and are related to the primary purpose of collection.

We usually collect personal information from the individual concerned or from third parties including participant's representatives, advocates and advisers, through referrals from individuals or other entities, banks and financial institutions, your current and previous employers, government bodies (such as relevant departments, regulatory authorities etc.), our employees, contractors, agents, volunteers, students, consultants, collaborators and donors.

We may disclose personal information to other entities such as our volunteers, students, collaborators, contractors, agents, employees, external auditors, brokers, insurance providers, legal and other advisers, banks and financial institutions, your advisers, government bodies and law enforcement agencies.

We generally do not disclose your personal information to overseas recipients.

Micah Projects detailed privacy policy includes further information on how collected information can be accessed and corrected if inaccurate or changed, and how to complain about a breach of your privacy. The policy also contains information about how complaints are dealt with. Any questions about our information handling practices or if you would like to request a copy of our privacy policy, this can be found on our website or please contact us via email at privacy@micahprojects.org.au.

Its important people know that at any time the consent provided can be withdrawn.

People do not have to provide their personal identifiable information to Micah Projects, or they can withdraw their consent for it to be used, but if you do not provide the information requested, it may not be able to provide services and limit the opportunity for engagement. But the decision not to provide information or withdraw its use will be respected.