

# Privacy Policy

## About this Policy

Women in Technology is committed to protecting the privacy of the personal information we collect.

Our Privacy Policy (Policy) sets out the information handling practices of Women in Technology Limited ACN 658 643 577 (WiT). It describes how we manage personal information, including the kinds of personal information we collect, the purposes for which we collect personal information, and how we hold, use and disclose personal information.

We may make changes to this Policy from time to time to take into account changes to our standard procedures or where necessary to comply with new laws and regulations. The latest version of this Policy will always be available on our website.

## Overview

Personal information is information or an opinion about an identified or reasonably identifiable individual. The main way we collect personal information about you is when you provide it to us directly. WiT will only collect the information we need for the functions and activity we are carrying out.

We collect, hold, use and disclose your personal information to deliver services to you including:

- verifying your identity and processing payments if applicable;
- providing membership services;
- facilitating professional development, educational and training courses;
- holding events such as breakfasts and briefings;
- providing mentoring and peer forums;
- conducting and making available the results of research;
- delivering more relevant advertising based on your interests and experiences;
- providing member support, including responding to queries.

If possible, we will allow you to interact with us anonymously. However, for most of our activities we usually need your name and contact information to handle your query, application or attendance.

## Collection and use of your personal information

We collect your personal information for the following purposes.

- **Membership and subscriber information:** when you apply to become a member we ask for your personal information, including but not limited to your name, contact and employer details.
- **Information about event attendance, education and training:** when you register or attend a WiT event, we may collect:
  - your name, title, contact information, occupation and location;
  - assessment answers, course results and feedback sheets; and
  - health information such as dietary or accessibility requirements.WiT may collect images and sound recordings of you in attendance at our events. Please refer below for information about how we manage event images and recordings.
- **Survey information:** if you participate in a WiT survey we may collect your name and contact details, and any other personal information you choose provide in the survey response. We only use the personal information collected through surveys for analytical purposes and to assist with improvement or development of our services. If we provide survey results to third parties for their research, we will notify you of the details of the study at the time of collecting your information.
- **Non-member information:** we also collect the name, title, organisation and credentials of any speakers, facilitators or trainers who we engage to conduct our events and courses.
- **Images and recordings:** WiT collects images (video or photographs) and sound recordings of its events and courses, which may either be taken by WiT or by a service provider, to share the experience via our digital channels and print publications. At our events, you may be filmed, recorded or photographed and such recordings and images may be used for promotional

purposes. They may be published in media including online.

- **Applicants, contractors and consultants:** if you apply for a position with us, we will collect your name, contact details, educational and work history, and other information that you provide to us as part of the application process.

### Collecting sensitive information

Sometimes we may need to collect sensitive information about you. This might include information about your health, association memberships or criminal history.

### Collecting through our website

We collect personal information when you visit our website. This may include personal information you provide online, such as your name, address and email.

We use Google Analytics to evaluate the effectiveness of our websites and the level of interest in particular pages.

### Storage and security of personal information

We have adequate measures, including policies, procedures and technology to safeguard your personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

### Communications

We may send marketing communications to you, depending on your indicated preference. We will always give you the chance to unsubscribe from receiving marketing material in our communications with you.

### Disclosure of personal information

Common situations where we disclose your personal information include:

- **Events:** we disclose personal details of event participants to event presenters, sponsors, and where required, venue hosts.
- **Courses:** we disclose personal details of course participants to other participants in that same course. This is limited to the names of all the people

who have registered to attend the course.

- **Third party service providers:** we disclose personal information to our service providers, who assist us to deliver our functions and services such as IT services and professional services.
- **Where authorised or required by law:** where required by law, we disclose your personal information to enforcement bodies, such as the police.
- **Overseas disclosure:** where we disclose your personal information overseas, we take steps that are reasonable in the circumstances to ensure that the host does not breach the Australian Privacy Principles.

### Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations. Where we collect videos, photographs or sound recordings of you from our events, we may retain these indefinitely for promotional and archiving purposes.

### Access and correction

You have a right to ask for correction of or access to the personal information we hold about you. We may require you to verify your identity before we grant you access.

Unless there is a lawful reason not to, we will fulfill your access, correction or deletion request. We will respond to your request within 30 days.

Before using personal information, we will take reasonable steps to ensure the information is accurate, complete and up-to-date.

### Contact details

If you have a question regarding the way in which we handle your personal information, you should contact [secretariat@wit.org.au](mailto:secretariat@wit.org.au).

We take your privacy concerns seriously. If you have concerns that we have interfered

with your privacy, we will respond as soon as possible to let you know how will be handling your matter and when you can expect a further response.

This Policy was last reviewed and updated in [March 2024].