



Chief Executive Women

Women leaders enabling women leaders

Chief Executive Women Ltd Privacy Policy

Chief Executive Women Ltd (“**CEW**”) recognises the importance of protecting your personal information. We comply with the *Privacy Act 1988* (Cth) and are committed to openness and transparency about how we handle personal information.

This policy explains how we manage all of the personal information that we collect, use and disclose, including any personal information collected via the CEW website.

We will review and amend this policy from time to time, so it is important that you check our website for the latest version. If you require a hardcopy of this policy, please contact us using the details below.

“**Personal information**” is information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information is true or not; and
- whether the information or opinion is recorded in a material form or not.

Kinds of Personal Information we collect

The kinds of personal information we collect may (but does not always) include:

- the names, contact information (e.g. mailing address, phone number and email address) and date of birth;
- employment and academic history and financial information (e.g. bank account or credit card details);
- images, video, sound recordings;
- opinions of current and potential members, staff, scholarship applicants and winners and participants in CEW programs, studies, activities or functions;
- correspondence and other interactions with CEW;
- the names and email addresses of persons who subscribe to our emails and newsletters;
- usernames and passwords that you create when registering on our website.

You do not need to disclose your personal information to us however you may not be able to avail yourself of the opportunities, studies and activities that we offer if you do not do so.

How we collect Personal Information

We collect personal information about you in the following ways:

- where you register for an membership with us;
- when you submit a query or request to us via our website;
- when you respond to a survey that we run or fill in forms on one of our websites; by tracking your use of our websites;

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- from public sources;
- from third parties who are entitled to disclose that information to us; and
- when you apply for a job with us.

Where we collect personal information from you, we will generally do so directly ourselves. However, in some cases we may collect personal information from third parties such as third party contractors engaged to collect personal information from publicly available sources. We will take reasonable steps to ensure that third party contractors comply with the Australian Privacy Principles (***the APPs***).

We may collect sensitive information where we have consent to do so (e.g. information about your philosophical beliefs, information required to cater to any dietary requirements at our functions or to accommodate a reasonable adjustment for members or course participants with a disability). **Storage and security of personal information**

CEW may hold your personal information in physical form or in electronic form on computer systems located in Australia or overseas, including with related company and third party technology and storage providers. CEW will take reasonable steps to ensure that any personal information we collect is stored securely, in order to protect the information from misuse, interference, loss, unauthorised access, modification or disclosure, and is accurate, up-to-date and complete. For example, CEW stores your personal information in a secure manner and implements measures such as password protected computers, locked physical storage and implementation of internal policies and procedures intended to ensure that only personnel that require it to discharge their functions will access such information.

How we use personal information

We use personal information to:

- enable us to administer memberships;
- conduct courses, programs, studies, events and activities;
- provide products and services for members and non-members;
- research the needs of members and non-members;
- expand our membership;
- update our contact lists; and
- promote our courses, programs, studies, activities, events or functions.

You may opt out of receiving marketing material at any time. Please contact us on the details below if you no longer wish to receive marketing material.

How we will disclose your personal information

We will disclose personal information with your consent, where you would reasonably expect us to disclose the information or if we are authorised to do so by law (e.g. in the event of an emergency).

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We may publish information about members to other members and non-members via the CEW website or publications.

We may disclose your personal information to other members, and to third parties that provide us products or services such as sponsors, event managers and facilitators. We may also disclose your personal information to our service providers, such as hosting vendors, located in Australia and in overseas jurisdictions (including the Philippines and the United States of America). Where we disclose to third parties we will take reasonable steps to ensure that the third party does not breach the APPs. In addition, personal information about scholarship applicants is transferred overseas as a part of our scholarship administration process, which is flagged to scholarship applicants in the course of the application process.

Cookies, our website and your privacy

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Information is gathered in aggregate only and cannot be traced to an individual user.

We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID and are a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

How you can access and correct your personal information

If you want to access and correct any personal information, we hold about you, please contact us using the contact details set out below. There may be cases where we are unable to provide the information you request, such as where it would interfere with the privacy of others or result in a breach of confidentiality. In these cases we will let you know why we cannot comply with your request. In certain cases we may charge you an administration fee for providing you with access to the information you have asked for, but we will inform you of this before proceeding.

How you can make a complaint

You may complain to us about how we handle personal information by contacting us using the contact details set out below.

Where you make a privacy complaint, we will investigate the complaint and respond to you as soon as practicable. Where we find that your complaint is justified, we will resolve the complaint. Where we disagree with your complaint, we will provide you with reasons for not resolving your complaint.

If you are unhappy with the handling of your complaint you are entitled to complain to the Office of the Australian Information Commissioner (**OAIC**), contact details can be found on the OAIC website: www.oaic.gov.au.

Contact us

For all requests, enquiries and complaints regarding privacy, please contact us on the details provided below:

Ashley Cohen

Finance and Operations Manager

Email: acohen@cew.org.au

We will respond to all requests and enquiries within a reasonable time.

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