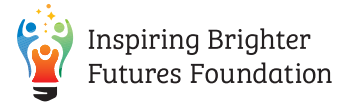


# Privacy Policy



**Purpose:** To provide a framework for dealing with privacy considerations.

**Scope:** This policy applies to Inspiring Brighter Futures Foundation (IBFF):

Employees	Directors	Officers	Contractors (& their employees)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

IBFF is committed to protecting the privacy of personal information which it collects, holds, and administers. Personal information is information which directly or indirectly identifies a person.

IBFF collects and administers a range of personal information for the purposes of its mentoring and wellbeing programs. IBFF is committed to protecting the privacy of personal information it collects, holds, and administers.

IBFF recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by IBFF's core values and philosophies and reflected in this Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

IBFF is bound by laws which impose specific obligations when it comes to handling information. IBFF has adopted the following principles contained as minimum standards in relation to handling personal information.

IBFF will:

- Collect only information which it requires for its primary function.
- Ensure that stakeholders are informed as to why IBFF collects the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- Store personal information securely, protecting it from unauthorised access.
- Provide stakeholders with access to their own information, and the right to seek its correction; and
- Only use the personal information for marketing if the person whose personal information has been collected has consented.