



PRIVACY POLICY

1. We Respect Your Privacy

(a) Women's Federation for World Peace Australia (WFWP Australia) is committed to protecting the privacy and confidentiality of our members, donors, volunteers, participants, supporters and website visitors. We comply with the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*. This Privacy Policy explains how we collect, use, store, disclose and protect your personal information.

(b) "Personal information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

2. Collection of Personal Information

(a) With consent, WFWP Australia may use testimonials, photographs and participant feedback to promote its charitable work, evaluate program outcomes and report to funding bodies.

(b) WFWP Australia may collect and store personal information that you provide to us through our website, online forms, event registrations, donations, memberships, Relationship Enrichment Programs, email, telephone, social media, or other interactions with us.

(c) We may collect personal information including your name, postal address, email address, telephone number and payment information to process donations, memberships, registrations, purchases and other services.

(d) We may also collect information when you:

- make a donation;
- register for an event or course;
- volunteer with us;
- subscribe to our newsletter;
- complete surveys or provide feedback;
- contact us with enquiries; or
- interact with us through our website or social media.



(e) Depending on the services you access, we may collect additional information including relationship status, emergency contact details, course registrations, attendance records, participant feedback, and information you voluntarily share during workshops, conferences, mentoring, leadership programs, Relationship Enrichment Programs, Youth Council activities, PeaceLab programs, community projects, volunteer activities, scholarships, online learning, or other WFWP Australia initiatives.

(f) Some of our programs may involve the voluntary disclosure of personal or sensitive information relating to relationships, family circumstances or wellbeing. We will only collect sensitive information with your consent or where otherwise permitted or required by law.

3. How We Collect Personal Information

We collect personal information directly from you when you interact with us online, by telephone, by email, in person or through our programs and services. We may also receive personal information from third parties where authorised or permitted by law. Any personal information received from third parties will be managed in accordance with this Privacy Policy.

4. Use of Personal Information

We may use your personal information to:

- administer memberships, donations and event registrations;
- coordinate volunteers and community projects;
- deliver leadership programs, workshops, conferences, mentoring, Relationship Enrichment Programs, Youth Council activities and other educational initiatives;
- administer scholarships, grants and community development programs;
- communicate with participants before, during and after programs;
- provide learning resources and certificates where applicable;
- evaluate and improve our programs;
- respond to enquiries;
- process donations and payments;
- distribute newsletters and updates;
- comply with legal obligations.

We may contact you by telephone, email, SMS or post regarding our activities, services and events. You may opt out of receiving marketing communications at any time by using the unsubscribe link in our emails or by contacting us directly.



5. Disclosure of Personal Information

- (a)** We do not sell or rent your personal information.
- (b)** We may disclose your personal information to employees, volunteers, contractors, professional advisers and trusted service providers who assist us in operating our organisation, processing donations or payments, delivering programs, maintaining our website, distributing communications, providing online meeting platforms or securely storing information. These providers are only given access to the information necessary to perform their services and are required to protect your personal information.
- (c)** We may disclose personal information where required or authorised by law, including to comply with legal obligations, court orders or requests from law enforcement agencies.
- (d)** We may disclose personal information where necessary to protect the rights, property or safety of WFWP Australia, our participants, volunteers or others.
- (e)** If our organisational structure or leadership changes, we may transfer personal information where permitted by law and where appropriate safeguards are maintained.
- (f)** Some of our trusted service providers may store or process personal information outside Australia. Where this occurs, we take reasonable steps to ensure your personal information is handled in accordance with Australian privacy laws.
- (g)** By providing your personal information, you consent to its collection, use and disclosure in accordance with this Privacy Policy.

6. Security of Personal Information

- (a)** WFWP Australia is committed to protecting the security of your personal information. We take reasonable physical, electronic and administrative measures to protect information from misuse, interference, loss, unauthorised access, modification or disclosure.
- (b)** While we take reasonable precautions to safeguard your information, no method of electronic transmission or storage is completely secure. Accordingly, we cannot guarantee absolute security.
- (c)** WFWP Australia respects the confidentiality of participants across all of its programs and activities. Information voluntarily shared during workshops, mentoring sessions, leadership programs, Youth Council meetings, Relationship Enrichment Programs or other educational



activities will be treated confidentially and will not be disclosed except where required by law or where there is a serious risk to the safety or wellbeing of an individual.

(d) We retain personal information only for as long as necessary to fulfil the purposes for which it was collected or as required by law. When information is no longer required, we will take reasonable steps to securely destroy or de-identify it.

7. Access to Your Personal Information

(a) You may request access to the personal information we hold about you, or request that it be corrected if it is inaccurate, out of date, incomplete, irrelevant or misleading, by contacting our national office at contact@wfwpaaustralia.org.

(b) We may refuse access in circumstances permitted by the *Privacy Act 1988 (Cth)* and will provide reasons where required.

8. Website and Online Meeting Platforms

(a) When you visit our website, we may collect non-identifiable information such as browser type, operating system, IP address, referring website and pages visited. This information is used in an aggregated form to improve our website and services.

(b) Our website may use cookies and similar technologies to improve website functionality, analyse website traffic and enhance your browsing experience. Most browsers automatically accept cookies, although you can modify your browser settings to refuse them. Some website features may not function correctly if cookies are disabled.

(c) We may use trusted third-party providers to host our website, process donations and payments, distribute newsletters, analyse website traffic and deliver online services. These providers manage personal information in accordance with their own privacy policies.

(d) Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites and encourage you to review their privacy policies.

(e) Many of our programs, meetings and mentoring sessions are delivered using online platforms such as Zoom or Microsoft Teams.



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(f) Online sessions may occasionally be recorded for training or educational purposes. Participants will be informed before any recording takes place and, where required, their consent will be obtained.

9. Programs Disclaimer

WFWP Australia's workshops, mentoring, leadership programs, Youth Council activities, Relationship Enrichment Courses and other educational initiatives and general programs are designed to educate, inspire and build personal capacity. They are not intended to provide psychological, legal, financial or medical advice, nor are they a substitute for professional counselling, therapy or other professional services.

10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our services, legal requirements or privacy practices. The current version will always be published on the WFWP Australia website and takes effect from the date it is published.

11. Privacy Complaints

If you believe your privacy has been breached, please contact our national office in writing:

Women's Federation for World Peace Australia
42–46 Bartley Street
Belgrave Heights VIC 3160
Email: contact@wfwpaustralia.org

We take privacy complaints seriously and will investigate and respond within a reasonable timeframe.