

Your privacy at a glance

The Bryan Education Foundation Ltd (TBEF) collects personal information to manage our operations, support our programs, engage with partners and donors, and meet legal obligations.

We only collect information that is reasonably necessary, keep it secure, and give individuals the right to access or correct their information.

If you have questions or concerns about your privacy, you can contact us using the details below.

Overview

The Bryan Education Foundation Ltd (TBEF) is committed to protecting the privacy of individuals and handling personal information in a responsible, transparent and secure manner.

This Privacy Policy explains how personal information is collected, used, disclosed and managed across TBEF's corporate and operational activities, including governance, employment, philanthropy, partnerships and website use.

TBEF manages personal information in accordance with:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles
- Privacy and Other Legislation Amendment (Enhancing Privacy Protections) Act 2023 (Cth)

Privacy relating specifically to FamilyLinQ program participants is addressed in the **FamilyLinQ Privacy Policy**, available separately.

What is personal information

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded or not.

Sensitive information includes health information and other information defined under the Privacy Act.

Why we collect personal information

We collect personal information where reasonably necessary to:

- manage governance and organisational operations
- recruit and manage employees and volunteers
- engage with donors, partners and stakeholders

- administer contracts and service agreements
- manage enquiries and communications
- comply with legal and regulatory obligations
- manage risk, safety and security
- improve services and organisational effectiveness
- manage complaints or feedback

Types of personal information we collect

The types of personal information we may collect include:

- identifying and contact information
- employment and professional information
- financial information required for payment or reimbursement
- records of communications
- information required to meet legal obligations
- stakeholder engagement information

Sensitive information is only collected where reasonably necessary and handled in accordance with legal requirements.

How we collect personal information

We may collect personal information through:

- direct communications
- recruitment processes
- contractual engagements
- website interactions
- email and phone communications
- events and stakeholder engagement
- publicly available sources where appropriate

Website and digital collection

When you visit our website, certain information may be collected automatically, including:

- browser type
- pages visited
- date and time of access
- location data where enabled
- cookies

This information helps us improve website performance and user experience. You can adjust your browser settings to disable cookies.

Use and disclosure of personal information

We use personal information only for the purposes for which it was collected or where permitted by law.

We may disclose personal information to:

- professional advisers
- auditors and insurers
- regulators
- service providers
- contractors
- partners where appropriate

We do not sell personal information.

Overseas disclosure

Personal information is generally not disclosed outside Australia.

Some information may be stored securely using technology or service providers that may operate outside Australia. Where this occurs, TBEF takes reasonable steps to ensure personal information is protected in accordance with Australian privacy laws and appropriate safeguards are applied.

TBEF does not otherwise disclose personal information to overseas recipients unless authorised by law.

Storage and security

We take reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access, modification or disclosure.

Security measures include:

- secure electronic systems
- access controls
- encryption
- secure physical storage
- staff training

Personal information is retained only as long as required by law or operational need and is then securely destroyed or de-identified.

Access and correction

Individuals may request access to or correction of their personal information.

We will respond within a reasonable timeframe, generally within 30 days. Proof of identity may be required.

Data breaches

If an eligible data breach occurs, TBEF will assess and respond in accordance with legal obligations, including notification where required.

Privacy enquiries and complaints

TBEF is committed to resolving privacy concerns promptly and fairly.

You may contact us to make an enquiry or lodge a complaint:

Phone: 07 3004 1222

Email: info@thebryanfoundation.org.au

Privacy complaints will be managed in accordance with the Complaints Management Policy. We aim to respond within a reasonable period.

If you are not satisfied with the outcome, you may contact:

Office of the Australian Information Commissioner (OAIC)

Phone: 1300 363 992

Website: www.oaic.gov.au

Changes to this policy

We may update this Privacy Policy from time to time to reflect changes in practices or legal requirements. The latest version will always be available on our website.

Contact us

The Bryan Education Foundation Ltd

Phone: 07 3004 1222

Email: info@thebryanfoundation.org.au