

## PURPOSE

This Privacy Policy applies to the services offered by the Cabrini Technology Group

The Cabrini Technology Group is strongly committed to protecting your privacy when you interact with us, our content, products and services.

The purpose of this Privacy Policy is to explain:

- the application of this Privacy Policy
- the kind of information the Cabrini Technology Group may collect about you, how we collect it, and how we use it
- how we may disclose that information
- how you can access the information we hold about you
- when we may use your information to contact you
- the protection of your personal information

## 1. APPLICATION OF THIS PRIVACY POLICY

This Privacy Policy applies to personal information collected by the Cabrini Technology Group irrespective of whether the personal information supplied has been asked for or not. This policy is governed by the Australian Privacy Principles (APPs) under the *Privacy Act 1988* (Cth).

This policy applies only to the Cabrini Technology Group. It does not apply to any other company or organisation, including those who have links to Cabrini Technology Group content or services.

The Cabrini Technology Group will review this policy regularly, and may update it from time to time. If changes are made, these will be posted on the privacy page of the Cabrini Technology Group websites.

## 2. COLLECTION AND USE OF PERSONAL INFORMATION

### Why we collect personal information

The Cabrini Technology Group collects personal information about you:

- **because you have provided it to us**, for instance if you contact us to make comments or complaints
- **because we need it to provide a product or service that you have requested**, for instance, if you subscribe to an email list or have purchased products from the Cabrini Technology Group
- **because you work for us**, or apply to us for a job, or work experience; for purposes directly related to any of the above.

## How we collect information when you use a digital service (including online and mobile services)

Broadly, there are two types of information or data we collect:

### Information that you specifically give us

For example, you may provide information about yourself when you are filling in a form or when you sign up to a service. This type of information may include your name, email address and age. The information that you give us may be:

- **Personal information that is required.** In some instances, you must provide personal information if you wish to use a particular service or participate in an activity. For example, your age may be required if we need to confirm that you are old enough to use a particular service.
- **Personal information that is optional.** You may choose to provide some personal information which is not required but is directly related to the Cabrini Technology Group functions or activities. Usually this type of information will enable the Cabrini Technology Group to improve or broaden the services the group can offer you. If you choose not to provide this optional information, the Cabrini Technology Group would still be able to offer you the service, but perhaps with fewer options than if you had provided the optional information. For example, if you tell us your interests in a particular area, we may be able to provide you with specific Cabrini Technology Group content that matches your interests. If you provide us with unsolicited information that we do not require, or which is not directly related to the Cabrini Technology Group functions or activities, the Cabrini Technology Group may be required to destroy or de-identify that information, provided it is lawful and reasonable to do so.
- **Permissions.** Sometimes you will be asked to confirm that you agree to a particular activity. For example, you may need to expressly agree that you would like to receive a newsletter or to confirm that you agree to the terms and conditions of a competition.

You may be able to make changes to the information you provided the Cabrini Technology Group (for example, if you change your email address) or withdraw the permission you gave Cabrini Technology Group for a particular service. We will make it clear how you do that.

## 3. DISCLOSURE OF PERSONAL INFORMATION

### Disclosure of personal information to third parties

Cabrini Technology Group will disclose your personal information to third parties for the following purposes:

- to provide the service you wish to use;
- for research purposes relating to the performance, quality, maintenance and improvement of Cabrini Technology Group services and products;
- to customise and promote Cabrini Technology Group services which may be of interest to you;
- to provide technical support to you to use Cabrini Technology Group services;
- if permitted or required by law; or otherwise with your consent.

The Cabrini Technology Group is assisted by a variety of third parties to deliver the services offered by the Cabrini Technology Group. These third parties are too numerous to list, and they change from time to time. Some examples of the types of third parties include:

- Service Partners – Contractors who deliver service for the Group
- Suppliers – Who we purchase services or products from

In many cases, the Cabrini Technology Group imposes contractual restrictions equivalent to those imposed on the Cabrini Technology Group under the Privacy Act in respect of collection and use of personal information by those third parties.

#### **4. ACCESSING YOUR PERSONAL INFORMATION**

You have the right to request access to personal information that is held by the Cabrini Technology Group about you. Requests for access will be dealt with by the Cabrini Technology Group in accordance with the *Freedom of Information Act 1982*.

You also have the right to request the correction of any of your personal information that the Cabrini Technology Group holds. The Cabrini Technology Group will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete and up-to-date. To seek access to, or correction of, your personal information contact the Cabrini Technology Group at:

#### **5. USE OF YOUR PERSONAL INFORMATION TO CONTACT YOU**

We will never knowingly send you unsolicited commercial electronic messages. More information on the Spam Act 2003 is available from the regulator's website: [www.acma.gov.au/spam](http://www.acma.gov.au/spam)

#### **6. PROTECTION OF YOUR PERSONAL INFORMATION**

The Cabrini Technology Group will take all reasonable and practicable steps to ensure that your personal information is properly protected from misuse or loss, and unauthorised access, modification or disclosure.

#### **7. PRIVACY COMPLAINTS AND ENQUIRIES**

The Cabrini Technology Group welcomes feedback about privacy issues and will attend to all questions and complaints promptly.

You can contact the Cabrini Technology Group about any privacy issues via <http://cabrini.technology/home/contact-us/>

If the Cabrini Technology Group takes more than 30 days to respond to your privacy complaint, or if you are dissatisfied with the outcome, you can make a complaint to the Privacy Commissioner at the Office of the Australian Information Commissioner. The OAIC can be contacted on 1300 363 992 or at [www.oaic.gov.au](http://www.oaic.gov.au)

## DOCUMENTATION

- N/A

## REFERENCES

- ISO9001
- ISO27001
- <https://www.oaic.gov.au/assets/privacy/guidance-and-advice/app-quick-reference-tool.pdf>

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