



PRIVACY POLICY

Your privacy is important

This statement outlines Gen: Politics Ltd's policy on how the Gen: Politics Ltd uses and manages personal information provided to or collected by it.

Gen: Politics Ltd is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012

Gen: Politics Ltd may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Gen: Politics Ltd's operations and practices and to make sure it remains appropriate to the changing legal environment.

This privacy policy assumes that you are resident in Australia. If you are resident in the UK or Europe, please contact us for more information regarding how we treat your personal information.

Personal Information you provide:

Gen: Politics Ltd will generally collect personal information held about an individual by way of *forms, meetings etc.* You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

Personal Information provided by other people:

In some circumstances Gen: Politics Ltd may be provided with personal information about an individual from a third party.

In relation to employee records:

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Gen: Politics Ltd's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Gen: Politics Ltd and employee. However, the Gen: Politics Ltd must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

How will Gen: Politics Ltd use the personal information you provide?

Gen: Politics Ltd will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, Gen: Politics Ltd will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your

personal information obtained from elsewhere, we will still send you direct marketing information where you have consented, and which will also contain an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, Gen: Politics Ltd's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Gen: Politics Ltd uses personal information of job applicants, staff members and contractors include:

- for insurance purposes;
- to satisfy Gen: Politics Ltd's legal obligations,

Where the Gen: Politics Ltd receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

Volunteers:

Gen: Politics Ltd also obtains personal information about volunteers who assist Gen: Politics Ltd in its functions or conduct associated activities, such as to enable Gen: Politics Ltd and the volunteers to work together.

Who might Gen: Politics Ltd disclose personal information to?

Gen: Politics Ltd may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to Gen: Politics Ltd, and
- anyone you authorise Gen: Politics Ltd to disclose information to.

Sending information overseas:

Gen: Politics Ltd will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

How does Gen: Politics Ltd treat sensitive information?

In referring to 'sensitive information', Gen: Politics Ltd means:

"information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual orientation or

criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Gen: Politics Ltd’s staff are required to respect the confidentiality of personal information and the privacy of individuals.

Gen: Politics Ltd has in place steps to protect the personal information Gen: Politics Ltd holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

We have a data breach response plan, which we would follow in the unlikely event of a privacy or data breach.

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner.

Updating personal information

Gen: Politics Ltd endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the Gen: Politics Ltd by contacting the Privacy Officer of the Gen: Politics Ltd at any time.

The Australian Privacy Principles and the Health Privacy Principles require the Gen: Politics Ltd not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information Gen: Politics Ltd holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Gen: Politics Ltd holds about them and to advise Gen: Politics Ltd of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information Gen: Politics Ltd holds about you, please contact the Privacy Officer in writing.

Gen: Politics Ltd may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, Gen: Politics Ltd may charge a fee to retrieve and copy any material. If the information sought is extensive, Gen: Politics Ltd will advise the likely cost in advance.

How long will Gen: Politics Ltd keep my information?

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

Enquiries and privacy complaints

If you would like further information about the way Gen: Politics Ltd manages the personal information it holds, please contact the Privacy Officer. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns, we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting, then you can refer your complaint to the Office of the Australian Information Commissioner via:

email: enquiries@oaic.gov.au

tel: 1300 363 992

fax: +61 2 9284 9666