

Alcohol and Other Drug Consumer & Community Coalition

Privacy Statement

AODCCC recognises that your personal information and privacy is especially important. We are committed to protecting and upholding the right to privacy of all that engage our organisation including staff, members, volunteers, committee members, stakeholders, partners, and the public.

AODCCC follows the [Australian Privacy Principles](#) as determined by the Privacy Act (1988)

Collecting personal information

AODCCC collects personal information where necessary to conduct our activities or deliver projects. We will always explain the purpose at the time we collect the information or as soon as practicable afterwards.

Types of personal information collected:

The type of personal information we collect about you will depend on the type of engagement you have with us. For example, if you:

- Become a member of AODCCC, we collect your name, organisation and job title (if an associate member), postcode, gender, age range, cultural background, sexual orientation, and email address. We also ask what drew you to the AODCCC and what you would like to gain from your membership. This provides access to our newsletter which is dispensed via [mailchimp](#).
- Attend an event or workshop, or as part of a training program, we may collect your name, organisation, contact details, job title, payment details (if applicable), photograph (with your consent), and any dietary and accessibility requirements.
- Require reimbursement for an event or service, we may collect your contact details, and financial information such as bank account details.
- Send us an enquiry, we may collect your name, organisation, job title, contact details and survey responses.
- Make a complaint, we may collect your name, contact details, the details of your complaint, information collected in any investigation of the matter and details of the resolution of the complaint.

- Apply for a role at AODCCC, we may collect the information you include in your application, including your cover letter, resume, contact details and referee information.
- Complete a survey, we may collect your name, organisation, job title, contact details and your survey responses. All our survey engagement is conducted through [Survey Monkey](#)
- Attend the office for a meeting or appointment, we may collect your name, contact details, organisation, job title, the purpose of your visit and the person with whom you are meeting.
- Are a dignitary, councillor, or member of parliament, we may collect your name, contact details, organisation, and job title to send you invitations to our events.
- Contribute to advocacy and policy development and research, we may collect your name, contact details, information you provide us about yourself, such as your lived and living experience, professional experiences, and sensitive information (see below).

Personal information will not be used for any other purpose without your consent, unless AODCCC is required by law to disclose that information. Personal information is only held as long as it remains relevant for the organisation, or as determined by the Privacy Act (1988).

AODCCC complies with all relevant privacy legislation. Only authorised AODCCC personnel are provided with access to personal information.

AODCCC will take all reasonable steps to protect against the loss, misuse, and/or alteration of the information under its control, including through appropriate physical and electronic security strategies.

If you believe the information, we hold is inaccurate or out of date, please contact us.

Sensitive Information

We may collect sensitive information when we have your consent and when the collection is reasonable and necessary to conduct one or more of our functions or activities. Sensitive information we may ask to collect includes information or opinion about an individual's racial or ethnic origin, sexual orientation or practices, criminal record, information related to an individual's lived and living experience of alcohol and other drug use, and intersecting subjects. This is sensitive information as it carries a higher level of protection under the Privacy Act.

For some of our policy and advocacy work, collecting and sharing personal experience stories (for example through our story sharing platform) assists with public education and awareness raising, researching, and developing our policy positions, and advocating policy change. We will seek written consent to use and share personal

stories, and we will de-identify the information unless you provide permission otherwise.

How do we collect personal information?

We collect personal information in several ways, including:

- Through our websites (for example, through our contact form)
- When you correspond with us (for example, via email, phone, or online form)
- On hard copy forms
- In person
- At events and training workshops, both in-person and online
- Via online platforms (for example, when subscribing to communications, registering for events, completing surveys, (Survey Monkey, Mail Chimp, Microsoft platforms).

Contact Us

Contact us by email via info@aodccc.org, or by phone (08) 6311 8402, or by sending a letter to AODCCC, Claisebrook Lotteries House, 33 Moore St, East Perth WA 6004

Or send us a message via the contact us form on our website.

Privacy concerns

If you wish to make an enquiry or complaint about your personal information held by AODCCC please email info@aodccc.org

Every effort will be made to resolve the issue quickly and effectively.