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# Privacy Policy

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## 1 Overview

This policy sets out how Justice Reinvestment Network Australia Limited (also referred to as “JRNA” “us” or “we” or “our”) manages privacy. Protecting your privacy is important to us. This policy explains how we manage personal information within our organisation.

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## 2 What personal information do we collect?

‘Personal information’ means information or opinions about you.

The kinds of personal information that we collect and hold about you may include:

- basic details, such as your name and date of birth, and contact details (address, telephone number, email address)
- (where you have consented) information about your cultural identity and community connections
- information about your professional experience such as your role, organisation, employment history, qualifications, and areas of expertise
- information about your experiences or the experiences of people in your community including stories, interviews, surveys, case studies and other information
- information about how you use our website (e.g. cookies/browsing data)
- financial information, such as credit card, bank account or other payment details
- records of our communications with you, including any messages you send us and recordings and transcripts of meetings
- audio, visual and media content such as photos, videos and recordings (collected with consent and in line with our Indigenous Data Governance and Indigenous Data Sovereignty Policy)
- (where you have consented and shared with us) sensitive or personal information about lived experience where this is relevant to our work, ensuring it is collected, stored and used in line with our Indigenous Data Governance and Indigenous Data Sovereignty Policy and Trauma-Informed Healing Practice Policy)

In some cases, without collecting this information, we may not be able provide you with services or collaborate or otherwise work with you on our projects.

JRNA is committed to ensuring that any information requested is necessary, culturally appropriate and proportionate. We recognise the importance of trust and will not require individuals or communities to provide information that they are not comfortable sharing, noting that this may limit the ways in which we are able to engage.

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### 3 How do we collect your personal information?

We collect personal information about you in the following ways:

- from you (for example, when you contact us, as part of our projects, or when we provide services to you)
- when you participate in our events or activities
- when you visit our website or interact with our digital platforms
- from third parties who are authorised or entitled to disclose that information to us
- when you apply to join our organisation
- through ongoing engagement with you and your community

JRNA collects personal information through community-led processes in line with our Indigenous Data Sovereignty and Indigenous Data Governance Policy including prioritising free, prior and informed consent.

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### 4 How do we use your personal information?

We use personal information that we collect about you for the following purposes:

- to provide our services, engage with your community, and deliver justice reinvestment projects and priorities
- to develop, deliver and improve our programs, services and activities
- to communicate with you including answering your queries and requests
- to enable participation in events and activities
- to comply with our legal and regulatory obligations
- to carry out research and evaluation
- to support partnerships and collaborations
- to manage and resolve any complaints or issues
- to meet our contractual, funding and reporting obligations
- to manage payments and financial processes
- to manage recruitment, employment and engagement processes
- to keep you informed about our activities, including by sending out newsletters

We may also use and disclose your information for other purposes that you agree to.

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Where personal information relates to Aboriginal and Torres Strait Islander peoples, communities or knowledge, JRNA will use this information in a way that is consistent with Indigenous Data Sovereignty, Indigenous Data Governance and Indigenous Cultural and Intellectual Property (ICIP) principles, including ensuring free, prior and informed consent and culturally appropriate use.

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## 5 Who do we share personal information with?

We may share your personal information with:

- our staff
- our Board
- other organisations we partner with
- professional advisers and service providers
- government departments and funders
- contractors and subcontractors
- regulatory bodies, law enforcement or other authorities where required or authorised by law

We do not usually share your personal information with people outside Australia.

Where personal information relates to Aboriginal and Torres Strait Islander peoples, communities or knowledge, JRNA will only share this information in accordance with Indigenous Data Sovereignty, Indigenous Data Governance and Indigenous Cultural and Intellectual Property (ICIP) principles, including ensuring free, prior and informed consent and appropriate cultural protocols.

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## 6 How do we store personal information?

We only store personal information for as long as we need it. We store it in our IT systems or and sometimes hard copies, with appropriate access controls in place.

Where personal information relates to Aboriginal and Torres Strait Islander peoples, communities or knowledge, JRNA stores information in accordance with our Indigenous Data Sovereignty and Indigenous Data Governance Policy. To access this policy, please email the contact details below.

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## 7 Access and Correction

If you want to get a copy of any of your personal information or ask us to change any information, please contact us at the contact details below.

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If, for cultural reasons, you wish to change the details of a member of your family or community who has recently passed, please contact us. This may include changing their name or removing pictures of them from our website and systems.

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## 8 Complaints

If you want to complain about how we have handled your personal information, please contact us using the contact details set out below. We will respond promptly and keep you up to date about what we are doing to respond.

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## 9 Changes to this policy

We may change this policy from time to time, the latest version of this policy will always be on our website.

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## 10 Contact details

For privacy complaints and requests, please email [connect@justicereinvestment.org.au](mailto:connect@justicereinvestment.org.au)

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