



Diverse Women in Law Privacy Policy

Diverse Women in Law (an incorporated association registered in NSW; INC1900632) (**DWL**) is a not-for-profit organisation championing female diversity by aiming to promote and support diverse women studying tertiary level law courses or in the process of entering the legal profession in New South Wales, Australia. As an organisation, DWL seeks to empower diverse women in the New South Wales legal sector by providing meaningful structural enablers, such as mentoring, networking, and awareness-raising initiatives, that proactively enlists student and industry stakeholder engagement.

DWL is committed to protecting the privacy of your personal information and this Privacy Policy explains how we handle personal information.

'Personal information' referred to in this Privacy Policy consists of any information or opinion that is about you, as an identified or reasonably identifiable individual.

We recognise the importance of your privacy, and that you have a right to control what information is collected and how your personal information is used. If you have further questions relating to this Privacy Policy, please contact us using the details set out in section 12 of this Privacy Policy.

1. Collection of personal information

1.1 The types of personal information we collect from you will depend on the circumstances of our interaction with you. It may include:

- (a) contact details (i.e. your name, address, email, telephone contact details);
- (b) age and information on personal lifestyle preferences;
- (c) information about your cultural background, religious views and sexual orientation;
- (d) information about your health;
- (e) information about your professional and educational background and employment;
- (f) information relevant to your participation in our initiatives, such as your reasons and preferences for your participation and your experience of similar initiatives;
- (g) information on prior dealings with DWL; and
- (h) anonymous statistical information regarding the use of DWL's websites, including website users' IP addresses and the dates and times of visits.

1.2 We usually collect personal information through:

- (a) our websites, including our social media pages [and as described in section 6 below];
- (b) application forms or registration forms for our programs;
- (c) our interactions with you in connection with our initiatives;
- (d) requests to join a mailing list or to be contacted for further information about our initiatives; and
- (e) responses to surveys or research conducted by us or on our behalf.

1.3 You are entirely free to decide whether or not to supply your personal information. However, if you do not provide us with the information we request, we may not be able to provide you with our programs or services.

1.4 We will usually collect personal information directly from you. However, if it is impracticable or unreasonable for us to do so, we may collect that information from someone else. If we receive information about you from someone else, we will take reasonable steps to ensure you are aware that we have collected personal information about you and the circumstances of the collection.

2. Use and disclosure of personal information

2.1 We will only use and disclose your personal information in accordance with applicable Australian privacy laws (**Privacy Laws**).

2.2 Our main purposes for collecting, holding, using and disclosing personal information are the following:

- (a) to determine eligibility for, and to administer, DWL's initiatives,
- (b) to respond to your enquiries and fulfil your requests;
- (c) to communicate with you or provide you with updates and announcements regarding our organisation or initiatives;
- (d) to undertake research and surveys and analyse statistical information;
- (e) to comply with legal requirements, including in relation to occupational health and safety and environmental matters;
- (f) if you are or would like to be a supplier or volunteer for DWL, to work with you in relation to the products, services or other inputs you provide; and
- (g) [to administer or facilitate online and offline donations to DWL.

2.3 We generally explain at the time we collect personal information how we intend to use or disclose that information. We will only use or disclose personal information for a purpose other than that for which it was collected or a related purpose, if you have consented to such different use or disclosure or such use or disclosure is otherwise allowed by the Privacy Laws.

2.4 We may also use or disclose your personal information if:

- (a) required, authorised or permitted by law;
- (b) we believe it necessary or appropriate to provide you with a service which you have requested;
- (c) it is necessary to protect the rights, property or personal safety of any of our customers, any member of the public or our interests; or
- (d) you have provided your consent.

3. Service providers

3.1 We use a range of service providers to help us deliver our initiatives. This means that individuals and organisations outside of DWL, such as social media platforms and law firms and other

organisations such as universities that we partner with, will sometimes have access to personal information held by us and may use or disclose it on our behalf. We require our service providers to adhere to strict privacy guidelines and not to keep this information or use or disclose it for any unauthorised purposes.

4. Disclosure of information outside the jurisdiction of collection

4.1 We are not likely to disclose your personal information to overseas recipients.

5. Direct marketing

5.1 Like most not-for-profit organisations, marketing is important to our organisation's success. We therefore, from time to time, send marketing materials to members on our database. We only do so in accordance with applicable laws or with your prior consent.

5.2 If you are receiving promotional information from us and do not wish to receive this information any longer, please contact DWL using the details set out in section 12 of this Privacy Policy asking to be removed from our mailing lists, or use the unsubscribe facilities included in our marketing communications.

6. Our website privacy practices

6.1 We sometimes use cookie technology on our websites to provide information and services to website visitors. Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes and are a necessary part of facilitating online transactions. Most web browsers are set to accept cookies. Cookies are useful to estimate our number of customers and determine overall traffic patterns through our websites.

6.2 If you do not wish to receive any cookies you may set your browser to refuse cookies. This may mean you will not be able to take full advantage of the services on the website.

7. Links to other websites

7.1 Our website may contain links to third party websites. These linked sites are provided for your convenience only and are not under our control. We are not responsible for the content of those sites nor are those sites subject to our Privacy Policy. Before disclosing your personal information on any other website we recommend that you examine the terms and conditions and privacy policy of the relevant site. DWL is not responsible for any practices on linked websites that might breach your privacy.

8. Recruitment

8.1 If you send us an application for a position, this information will be used to assess your application.

8.2 As part of the application process you may be asked for your specific consent to the use and disclosure of certain personal information. We may also ask you to consent to the disclosure of your personal information to those people who you nominated to provide references.

8.3 A refusal to provide any of this information, or to consent to its proposed disclosure may affect the success of the application.

8.4 You may also be asked whether you agree to your personal information being provided to related organisations for other positions relevant to your qualifications and experience.

9. Accessing and correcting the information we keep about you

- 9.1 If at any time you want to know exactly what personal information we hold about you, you are welcome to request access to your record by contacting us using the details set out in section 12 of this Privacy Policy. Our file of your information will usually be made available to you within 14 days.
- 9.2 If at any time you wish to change personal information that we hold about you because it is inaccurate or out of date, please contact us using the details set out in section 12 of this Privacy Policy and we will amend this record.
- 9.3 If you wish to have your personal information deleted, please let us know in the same manner as referred to above and we will take reasonable steps to delete it unless we need to keep it for legal reasons.

10. Storage and security of your personal information

- 10.1 We will endeavour to keep secure any information which we hold about you as required by the Privacy Laws. Your information is stored in electronic and/or physical records maintained by DWL or its service providers. We require our volunteers to respect the confidentiality or any personal information held by us.
- 10.2 The transmission of data via the internet is not completely secure. Although we will endeavour to protect your personal information, we cannot guarantee the security of your data transmitted to our website. You should therefore carefully assess the risks when transmitting any personal information via the internet.

11. Retention of information

- 11.1 When we no longer need to keep your information, we will take reasonable steps to properly de-identify or destroy it.

12. Contacting us

If you have any concerns or questions about how we handle your personal information, want to make a complaint about our privacy practices, or if you have any questions about this Privacy Policy, please contact us at diversewomenlawyers@gmail.com marked to the attention of "**The Privacy Officer**"

- 12.1 In most cases we will ask that you put your request in writing to us.

13. Complaints

- 13.1 If you have a complaint, you may contact us about it using the details in section 12, above. We will investigate any complaint about how we handle personal information and will use reasonable endeavours to respond to you in writing within 30 days of receiving the written complaint. If we fail to respond to your complaint within 30 days of receiving it in writing or if you are dissatisfied with the response that you receive from us, you may have the right to make a complaint to the Australian privacy regulatory authority, the Office of the Australian Information Commissioner (**OAIC**). Current contact details for the OAIC are available on the OAIC's website at www.oaic.gov.au.

14. Future changes

- 14.1 We reserve the right to change this Privacy Policy at any time and post an updated version of the policy on our website. If at any point we decide to use personal information in a manner



materially different from that stated at the time it was collected, we will notify you by email or via a prominent notice on our website, and where necessary we will seek your prior consent.