

## WOMN-KIND Privacy Policy

### 1. Introduction

1.1 This mobile application (**Womn-Kind App**) is created and controlled by Womn-Kind Pty Ltd (ACN 656 668 861) (**Womn-Kind, our, us or we**).

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1.2 Womn-Kind are committed to ensuring your Personal Information is protected. Womn-Kind manage your Personal Information in accordance with the Australian Privacy Principles set out in the Privacy Act 1988 (Cth) (**Privacy Act**).

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1.3 By accessing and using the Womn-Kind App and Services you agree to this Privacy Policy.

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1.4 This Privacy Policy outlines how Womn-Kind collect, store, process, share, use and disclose your Personal Information, and how you may access your Personal Information kept by us or how you may make a privacy complaint.

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1.5 For the purpose of this Privacy Policy:

1.5

(a) **Service** and **Mentor** have the meaning in the Womn-Kind App User Terms and Conditions.

(b) **Personal information** has the same meaning that it has under the Privacy Act, namely, information means information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information or opinion is true or not and recorded in a material form or not.

(c) **Sensitive Information** has the same meaning that it has under the Privacy Act, namely information or opinions about your health, political affiliations, sexual preferences, religious beliefs, racial or ethnic origin, criminal history or other such private information.

1.6 A reference to Personal Information in this Privacy Policy includes Sensitive information except where otherwise indicated.

### 2. The information Womn-Kind collect about you

2.1. Womn-Kind will only collect and hold Personal Information about you that is reasonably necessary to undertake its business activities and functions, deliver the Womn-Kind App and Services to you, or as otherwise permitted by law.

2.2. The type of Personal Information that Womn-Kind collects and uses depends on the type of dealings that you have with Womn-Kind and includes the following:

(a) contact details and account registration information (for example, full name, gender, date of birth, email address, phone number, profile image and username and password);

(b) user profile information (gender pronouns, city location and biographical information, including interests, hobbies and goals);

- (c) health information, including information relating to your mental health and wellbeing (such as whether you are suffering from anxiety or depression) and information relating to your personal lifestyle choices or preferences;
- (d) marketing data and information relating to your dealings, or enquiries you have made, with us, including information about: (i) the Services you have used; and (ii) the third party products and services you have used or enquired about;
- (e) payment and billing information;
- (f) details of any information you publish or post on the newsfeed on the Womn-Kind App;
- (g) if the case of a Mentor, your contact details, qualifications, work history and employment experience, bank account details and information relating to whether you have a criminal history or whether you are entitled to work with children for the purpose of determining whether you are suitable candidate to be a Mentor;
- (h) device information which is automatically collected from you when you visit and navigate through the Womn-Kind App and use the Services. Such information may include, but is not limited to, your device type; your device's network connections; unique device identifier, your device's name; your device IP address, screen size and calibration, information about your device's web browser and internet connection you use to access the Womn-Kind App or Services geolocation information, browser characteristics, device characteristics, operating system and language preferences, dates and times of visits to the Womn-Kind App and other usage statistics; and
- (i) other information that you provide to us or that we may collect in the course of our relationship with you.

### **3. Children**

- (a) Womn-kind requires users to be at least 13 years of age before they can create an account on the Womn-Kind App.
- (b) We collect, store, process, use and disclose the Personal Information of children (ie 13 years and older) when a child downloads, accesses and uses the Womn-Kind App and Services.
- (c) If you are: (i) under 13 years of age; or (ii) between 13 and 18 years of age and your parents/guardians do not give us permission to collect, use and disclose your Personal Information for the purposes outlined in this Privacy Policy, you should immediately cease using the Womn-Kind App and Services and delete your account.
- (d) If you are a parent/guardian and you wish to have your child's account and profile on the Womn-Kind App deleted, you can contact us using the contact details set out in section 13 below.

## **4. How Womn-Kind collect Personal Information**

### **4.1. Direct collection from you**

- (a) We will collect Personal Information about you or visitors to our website in a number of different ways. Whenever possible, Womn-Kind will collect Personal Information directly from you during the course of our dealings with you. For example, when you:
  - (i) setup and create a profile on the Womn-Kind App (including when you edit or update your profile on the Womn-Kind App or reset your password) and when access and use the Womn-Kind App and Services;
  - (ii) publish, share, post or submit information, material or data on the newsfeed on, or via, the Womn-Kind App;
  - (iii) contact or correspond with us online (for example, when you complete online forms, or subscribe to our publications, alerts and newsletters), contact us via email or telephone with a query or request or make a comment on our social media sites or you participate in a promotion, competition or survey;
  - (iv) provide your Personal Information to other users of the Womn-Kind App or to our Mentors;
  - (v) provide your Personal Information to third parties (such as our related bodies corporate, business partners and service providers, credit reporting bodies, credit providers, government agencies, public registries, search agencies, regulatory and licensing bodies, parties to whom you refer us (for example, previous employers and referees), recruitment agencies and from publicly available sources of information (for example, online databases and social media));
  - (vi) when apply to be an engaged as a Mentor or you apply for position of employment with us; or
  - (vii) when otherwise legally authorised or required to do so.
- (b) When we collect Personal Information directly from you, we will take reasonable steps to notify you (using a collection notice) at, before, or as soon as practicable after, the time of collection. As a collection notice is specific to a particular collection of Personal Information, it will provide more specific information about our information-handling practices than this Privacy Policy.
- (c) By providing your Personal Information to us, you acknowledge that you are authorised to provide such information to us.

### **4.2. Collection from third parties**

- (a) We may collect Personal Information about users from:
  - (i) mentors or other users of the Womn-Kind App when you interact with such parties on, or via, the Womn-Kind App;
  - (ii) publicly available sources; and

- (iii) other third parties (including our related bodies corporate, business partners and service providers, credit reporting bodies, credit providers, government agencies and cloud-based accounting software applications), and we take reasonable steps to make sure you are aware of the collection.
- (b) We may collect Personal Information about parents/guardians from children who are users of the Womn-Kind App and Services.
- (c) If a third party provides us with Personal Information about you (such as your authorised representative or parent/guardian), we rely on them to:
  - (i) inform you that they are providing their Personal Information to us; and
  - (ii) advise you that you can contact us for further information about our privacy practices.
- (d) Any third party collecting and sharing your Personal information with us, must take reasonable steps to ensure that you are aware of, and consents to, the matters outlined in this Privacy Policy, including that your Personal Information is being collected, the purposes for which that information is being collected, the intended recipients of that information, the individual's right to access that information, who we are, and how to contact us.

## 5. How Womn-Kind use your Personal Information

Womn-Kind use and disclose your Personal Information for the purposes for which the information is collected, including (but not limited to):

- (a) providing you with access to, or use of, the Womn-Kind App and Services (including, but not limited to, advice, mentoring, support, resources, products or services made available to you on, via, the Womn-Kind App);
- (b) personalizing and customizing the content, resources, products and services and advertising on the Womn-Kind App;
- (c) assisting with, or responding to, your queries;
- (d) facilitating the sharing, posting or publishing of content by you on or via, the Womn-Kind App, including facilitating via the newsfeed your interaction with Mentors and other users of the Womn-Kind App;
- (e) informing you about the Womn-Kind App and Services (including mental health, wellbeing and personal development support, resources, products or services or other matters which we believe are of interest to you (such as recruitment or Mentoring opportunities);
- (f) share with Womn-Kind's Third Party Providers;
- (g) administer, improve and manage the Womn-Kind App and Services (including content on the Womn-Kind App);
- (h) charge and bill you for the use of the premium or advanced functions or features of the Womn-Kind App and Services;
- (i) verifying your account, identity, and activity on the Womn-Kind App;

- (j) for direct marketing purposes (see section 7 below); and
- (k) complying with Womn-Kind's legal and regulatory obligations.
- (l) complying with our legal and regulatory obligations.

## **6. Disclosure to Third Parties**

### **6.1. Third Party Providers**

- (a) In order to provide or deliver the Womn-Kind App and Services to you, Womn-Kind may disclose your Personal Information to:
  - (i) Womn-Kind's affiliates, related bodies corporate, business partners, service providers, third party contractors (such as our Mentors), agents or suppliers, external business advisors or other authorised external service providers who perform functions on Womn-Kind's behalf (such as credit reporting bodies, credit providers, third party payment processors, hosting companies, web developers, internet service providers, telecommunication providers, customer service providers, customer support specialists, fulfilment companies, external business advisors (such as auditors and lawyers), government agencies, public registries, search agencies, regulatory and licensing bodies, parties to whom you refer us to (for example, previous employers and referees), recruitment agencies and from publicly available sources of information (for example, online databases and social media)) (collectively, **Third Party Providers**); and
  - (ii) law enforcement bodies or regulatory authorities to assist with their functions, or as otherwise required or authorised by law.
- (b) Prior to the disclosure of Personal Information to Third Party Providers, Womn-Kind will take such steps as reasonable in the circumstances to ensure that the Third Party Providers treat your Personal Information securely and otherwise complies with the relevant Australian Privacy Principles in relation to the Personal Information.

### **6.2. Parents/Guardians**

If you under 18 years of age, we may disclose your Personal Information to your parents/guardians in the event that we reasonably believe that the disclosure is necessary to lessen or prevent a serious threat to your or someone else's life or health. For example, we may contact your parents/guardians if you post on the newsfeed on the Womn-Kind App that you are contemplating self-harm or suicide.

### **6.3. Third party payment processor**

Womn-Kind use a third party payment processor to process payments made to us. In connection with the processing of such payments, Womn-Kind do not collect, process, use, share, store or disclose any payment information (such as credit card and bank account details). Rather, all such information is provided directly to Womn-Kind's third party processor, Stripe, whose use of your Personal Information (including payment information) is governed by their privacy policy, which may be viewed at <https://stripe.com/au/privacy>.

## **7. Marketing communications**

- 7.1. Womn-Kind may use and disclose your Personal Information to send you information about the Womn-Kind App and Services, as well as other content, resources, products and services offered by Womn-Kind (or Third Party Providers) and other information that may be of interest to you. Womn-Kind may send this information to you in a variety of ways, such as by email, SMS, telephone, social media or by customising online content and displaying advertising through the newsfeed on the Womn-Kind App.
- 7.2. If you do not wish to receive any of these marketing communications, you can opt out by following the unsubscribe instructions included in the relevant marketing communication, or by contacting Womn-Kind using the contact details set out in section 13 below.

## **8. Overseas disclosures of Personal Information**

- 8.1. In the course of providing you with the Womn-Kind App and Services, it may become necessary or desirable to disclose Personal Information to Third Party Providers located overseas. The countries in which these overseas recipients may be located will depend upon the individual circumstances. Those countries that we may disclose your Personal Information to that are located outside of Australia include (but are not limited to) the United States.
- 8.2. The laws where these overseas recipients may be located provide various levels of protection for Personal Information which are not always equivalent to the level of protection that may be provided for in Australia. Where Womn-Kind transfer your Personal Information overseas Womn-Kind will take reasonable steps to ensure that your Personal Information is treated securely, and the means of transfer provides adequate safeguards.

## **9. Notifiable Data Breaches Scheme**

In the event of any loss, or unauthorised access or disclosure of your Personal Information that is likely to result in serious harm to you, Womn-Kind will investigate and notify you and the Australian Information Commissioner as soon as practicable, in accordance with notifiable data breach scheme contained in Part IIIC of the Privacy Act.

## **10. Security of your Personal Information**

- 10.1. Womn-Kind take steps reasonable in the circumstances to ensure that the Personal Information it holds is protected from misuse, interference and loss and from unauthorised access, modification or disclosure.
- 10.2. The transmission of information via the Internet is not completely secure. Womn-Kind cannot guarantee the security of your data transmitted to or via the Womn-Kind App and any transmission is at your own risk.
- 10.3. Womn-Kind will destroy or de-identify Personal Information in circumstances where it is no longer required, unless Womn-Kind are otherwise required or authorised by law to retain the information.

## **11. Accessing and correcting your Personal Information**

11.1. Womn-Kind take steps reasonable in the circumstances to ensure Personal Information Womn-Kind hold is accurate, up-to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your Personal Information that is collected and held by Womn-Kind.

11.2. If at any time you would like to access or correct the Personal Information Womn-Kind hold about you, or you would like more information about Womn-Kind's approach to privacy, please contact Womn-Kind via the contact details set out in section 13 below. If Womn-Kind refuse your request to access or correct your Personal Information, Womn-Kind will provide you with written reasons for the refusal and details of complaint mechanisms.

## **12. Cookies**

Womn-Kind use small text files placed on your computer called 'cookies' to collect standard log and visitor behaviour information in an anonymous form. Womn-Kind use this information to analyse how visitors use the Womn-Kind App and our website and to compile statistical reports on Womn-Kind App and website activity. You can set your computer or device to reject cookies, but this may affect your ability to use certain parts of the Womn-Kind App or website.

## **13. Privacy complaints**

If you have any complaints or issues you wish to raise with Womn-Kind regarding the way Womn-Kind have handled your Personal Information, or you would like to discuss any issues about Womn-Kind's Privacy Policy, please contact Womn-Kind directly by:

- (a) email at [ruby@womn-kind.com.au](mailto:ruby@womn-kind.com.au); or
- (b) calling us on 0402 345 484

## **14. Changes to this Privacy Policy**

From time to time, it may be necessary for Womn-Kind to review and revise its Privacy Policy. Womn-Kind may notify you about changes to this Privacy Policy by posting an updated version on the Womn-Kind App. Womn-Kind encourage you to check the Womn-Kind App from time to time to ensure you are familiar with Womn-Kind's latest Privacy Policy.