

PRIVACY POLICY

This Privacy Policy applies to Project Rokit Pty Ltd and Project Rokit Foundation (Project Rokit, we, us, our) and describes how we collect, handle and protect your Personal Information.

We are committed to protecting your privacy, and understand the importance of protecting your Personal Information. We handle your Personal Information in accordance with this Privacy Policy, the *Privacy Act 1988* (Cth) (Privacy Act) and the Australian Privacy Principles (APPs) under that Act.

We may amend this Privacy Policy from time to time by publishing changes on our website.

1. PERSONAL INFORMATION AND SENSITIVE INFORMATION

In this Privacy Policy:

Personal Information means any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not. It does not include information that is de-identified

Sensitive Information refers to the subset of Personal Information that is given extra protection under privacy laws. It includes information about your health, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal history, genetic information, biometric templates, and biometric information

The types of Personal Information that we collect from you will depend on the nature of your engagement with us – for example, as a program participant, client, job applicant, website user, partner or donor.

Personal Information (including Sensitive Information) that we may collect from you may include:

- your name
- your age
- your gender
- your cultural background
- your image as recorded by you in video content you provide us your contact details, such as your address, email address, and telephone number(s)
- your date of birth
- other personal information necessary to deliver our products and services to you or respond to your enquiries
- other personal information that may be required in order to facilitate your dealings with us.

If you are applying for a job with us, we may also collect:

- your employment details (such as position description)
- your employment history and qualifications
- your taxation, banking or superannuation details
- your contact details and the contact number(s) of your emergency contacts
- the contact details of your references.

2. COLLECTION OF PERSONAL INFORMATION GENERALLY

Project Rokit will collect Personal Information only by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable and practical to do so, Project Rokit will only collect Personal Information about you directly from you when you interact with us, e.g. from our discussions with you, when you complete a form or survey, your emails and your interaction with our website.

You can visit our website without revealing Personal Information about yourself. However, when you visit our website, our website may use 'cookies' or other similar tracking technologies that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, mobile phone or other device and help to recognise browser users across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our website may not work as intended for you if you do so.

Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as your IP address (if applicable), date and time of visit, pages accessed, the domain where you clicked through from, and the type of browser used. This information is collected for trend and statistical purposes, and to provide data analysis enabling our website's function and capability to be enhanced.

Project Rokit will not collect Personal Information unless the information is reasonably necessary for our functions and activities. Project Rokit will not collect Sensitive Information from you without your consent.

Where possible and lawful, Australian residents using our products or services may interact with us anonymously or using a pseudonym. If you use a pseudonym when dealing with us or you do not provide identifiable information, Project Rokit may not be able to provide you with any or all of our products or services as requested. If you wish to remain anonymous when you use our website, do not sign into it or provide any information that might identify you.

3. COLLECTION OF PERSONAL INFORMATION FROM MINORS

As a social enterprise working with young people in schools on topics including bullying, social wellbeing, cyber safety and inclusive and connected online communities we may collect Personal Information (including Sensitive Information) directly from minors when those minors interact with us (such as in the form of feedback surveys).

The Personal Information (including Sensitive Information) we collect from minors includes:

- your name
- your age
- your gender
- your cultural background
- your image as recorded by you in video content you provide us
- your contact details, such as your address, email address, and telephone number(s)
- your date of birth

- other personal information necessary to deliver our products and services to you or respond to your enquiries
- other personal information that may be required in order to facilitate your dealings with us.

4. PURPOSES FOR WHICH WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

In addition to any purpose notified to you at the time of collection, Project Rokit may use and disclose your Personal Information for the following purposes:

- providing our products and services to you, including for our internal management needs
- operating, protecting, improving and optimising our services, our business, and our users' experience, such as to perform analytics and conduct research
- our advertising and marketing activities
- external publications including research reports and guides
- administering rewards, surveys, contests or other promotional activities or events sponsored or managed by us or our external partners
- responding to any inquiries or comments that you submit to us
- to comply with legal and regulatory obligations
- for any use which is required or authorised by law
- for any other use to which you have consented.

5. DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

In the course of providing our services to you, Project Rokit may disclose your Personal Information to the following persons:

- third parties we ordinarily engage for the purposes detailed in section 4 above;
- any person or entity to whom you have consented to Project Rokit disclosing your Personal Information; and
- any person or entity to whom we are required or authorised to disclose your Personal Information in accordance with the law, including teachers and guardians.

6. SECURITY AND STORAGE OF INFORMATION

We store your Personal Information electronically. Project Rokit will take all reasonable and appropriate steps (including organisational and technological measures) to protect your Personal Information from misuse, interference and loss, as well as from unauthorised access, modification or disclosure.

7. ACCESS, CORRECTION AND MANAGEMENT OF PERSONAL INFORMATION

You may request access to your Personal Information in our customer account database, or seek correction of it, by contacting Project Rokit (see section 10 below). Project Rokit may charge a reasonable fee that is not excessive to cover the charges of retrieving your Personal Information, but will not charge you for making the request.

It is important to us that your Personal Information is up to date. Project Rokit requires individuals to provide accurate, up-to-date and complete Personal Information at the time it is collected. If you find that the information we have is not up to date or is inaccurate, please advise Project Rokit as soon as practicable, so your records can be updated and you continue to receive quality service.

If you believe that Project Rokit holds Personal Information about you that is not accurate, complete, up-to-date, relevant or information that is misleading, you may request its

amendment. Project Rokit will respond to your request within a reasonable time. Project Rokit will not charge you for correcting your Personal Information.

If Project Rokit no longer needs your Personal Information for any the purposes set out in this Privacy Policy, or as otherwise required by law, Project Rokit will take such steps as are reasonable in the circumstances to destroy the information or to de-identify it.

8. DIRECT MARKETING AND OPTING OUT

Project Rokit may from time to time use your Personal Information to identify products or services that you may be interested in. Project Rokit may, with your consent, use the Personal Information we have collected about you to contact you from time to time whether by phone and email to tell you about new products or services that we believe may be of interest to you.

You may at any time withdraw your consent to receiving direct marketing communications from us at any time by emailing info@projectrokit.com.au.

9. CROSS-BORDER DISCLOSURE

Project Rokit may transfer your Personal Information to its service providers overseas, including the United States, Canada and Ireland, to assist Project Rokit in providing you with products or services that you have requested.

10. CONTACT INFORMATION AND COMPLAINTS

If you require further information regarding this Privacy Policy or wish to make a complaint about our handling of your Personal Information (including a breach of the Privacy Act or APPs by Project Rokit, please contact us at info@projectrokit.com.au, call us on (03) 9068 5177 or by mail to Project Rokit, Level 3, 222 Hoddle Street, Abbotsford VIC 3067.

We will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.

If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.