

Privacy Policy

The Australian Afghan Hassanian Youth Association Inc (**AAHYA, us, we** or **our**) is committed to protecting the privacy of your personal information and complying with the Privacy Act 1988 (Cth) (**Privacy Act**).

This Privacy Policy details how we comply with our privacy obligations, including what personal information we collect from you and how we collect, hold, use and disclose your personal information. It also sets out how you may access, and seek correction of, your personal information that we hold and make complaints to us in relation to potential breaches of your privacy.

Please read this Privacy Policy carefully. If you have any questions regarding this Privacy Policy, please contact us using the contact details set out at the end of this Privacy Policy.

Collecting personal information

What is personal information?

Personal information means any information, including an opinion, about an identified individual or an individual who is reasonably identifiable, irrespective of whether or not that information or opinion is true.

Personal information includes sensitive information which includes health information, information about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, membership of a political association or trade union, criminal record, or sexual orientation.

What personal information do we collect and hold?

AAHYA collects, and holds, the following types of personal information:

- name;
- contact information (address, email address, telephone number);
- date of birth and occupation;
- information about your racial or ethnic origin or your religious beliefs or affiliations – for example, if you are Afghani or Muslim. This is “sensitive information” which means we can only collect it with your consent; and
- if you apply for employment, or to volunteer, with us, we may also collect and hold details of your employment history, educational qualifications and similar information.

Collection of IP addresses and use of cookies

- When you access our website, aahyas.org.au (**Website**), our servers automatically record certain information. These server logs may include information such as your web request, interaction with a service, IP address, browser type, browser language and the date and time of your request.
- The Website uses “cookies” to identify you and to track usage of the Website and other websites. Cookies are small pieces of text stored on your computer or other device that help us know which browser you are using and where you have been on the Website and on other websites. If you choose, you should be able to configure your computer so that it disables cookies or does not accept them.

How do we collect personal information?

We collect your information in a number of ways, for example when:

- you sign up to attend one of our programs;
- you apply for employment with us or to volunteer with us;
- you sign up to receive information about AAHYA;
- you donate to us;
- you use the Website;
- you contact us; or
- we obtain services from you.

We may also collect personal information from third parties such as your representatives, our service providers, from persons you nominate as referees if you apply for employment with us or to volunteer with us or from publicly available sources of information. If it is otherwise unreasonable or impracticable to collect your personal information directly from you, we may also collect that personal information from other sources.

Use and disclosure of personal information

How do we use and disclose your personal information?

We use your personal information for the following purposes:

- to hold our community programs and activities;
- to communicate with you;
- to keep you informed about our work and new opportunities to support our work;
- to process donations;
- to market our programs;
- to recruit and manage staff or volunteers;
- to monitor usage of the Website and to improve the functionality of the Website;
- to obtain goods and services from you;
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a governmental authority or regulator or to cooperate with any governmental authority or regulator of any other country;
- to enforce our agreements with you or any rights we have, including investigation of potential breaches of such agreements; and
- to enable AAHYA to carry out its other functions and activities.

We may disclose your personal information to third parties for any of the above purposes. For example, if you sign up for an AAHYA program, we may disclose your personal information to our service providers and partner organisations so that we can provide our programs to you.

Direct marketing

We may use your personal information to keep you informed about AAHYA's programs you might like to join or support.

You can, at any time, opt out of receiving marketing material by contacting us (contact details below). Even if you opt out of receiving marketing material, we will still send you essential information that we are legally required to send you relating to our relationship with you.

Once you opt out of receiving marketing material from us (contact details below), this removal from our distribution lists may take several business days after the date of your request to be removed.

Overseas disclosure of personal information

Some of AAHYA's activities are conducted overseas. For example, we assist with building educational facilities in Afghanistan and to assist in providing training for women in Afghanistan to become employed. To enable these activities, we may disclose personal information to our partners and service providers located overseas in Afghanistan. AAHYA have partnerships with organisations overseas in Afghanistan such as **Darul Maaref Ahlolbait** which is an educational and charitable institution that assists people with education, homelessness, charity and other forms of help such as medication and clothing.

External links

Although the Website may link directly to websites operated by third parties (**Linked Sites**), you acknowledge that Linked Sites are not operated by us. We encourage you to always read the applicable Privacy Policy of any Linked Site on entering the Linked Site. We are not responsible for the content or practices of the Linked Sites nor their privacy policies regarding the collection, use, storage and disclosure of your personal information.

Storage and security

How do we protect personal information?

We take reasonable steps to ensure that your personal information that we hold is protected from misuse, interference and loss and from unauthorised access, modification or disclosure.

Only our authorised personnel will be provided with access to your personal information that we hold. These personnel are required to treat this information as confidential and deal with it in accordance with this Privacy Policy.

Personal information is destroyed or de-identified when no longer needed by us.

As the Website is linked to the internet and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission of information you communicate to us online. We cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Accordingly, any information which you transmit to us online is transmitted at your own risk.

If you believe that there has been unauthorised use or disclosure of your personal information please contact us, using the contact details set out below.

Dealing with us on an anonymous basis

If we are unable to collect, hold, use and disclose your personal information, or if you wish to deal with us on an anonymous basis or using a pseudonym, we may be unable to provide our services to you or otherwise engage with you.

How can you access or correct your personal information?

We take reasonable steps to ensure that your personal information held by us is accurate, up-to-date, complete, relevant and not misleading.

You can contact us (see details below) to seek access to your personal information held by us and to ask us to correct any personal information that you believe is inaccurate, out of date, incomplete, irrelevant or misleading. We will respond to your request within a reasonable period of time.

Where reasonable and practicable, we will give access to your personal information in the manner you request or take reasonable steps to correct your personal information. This will be subject to any exemptions allowed under the Privacy Act. We may charge a reasonable fee for providing you with access to your personal information.

Making a complaint

You may make a complaint to us if you consider that we have not complied with this Policy or the Privacy Act (including the Australian Privacy Principles).

We will respond to and investigate your complaint within a reasonable period of time. If you are not satisfied with our response to your complaint, you can refer your complaint to the Office of the Australian Information Commissioner at www.oaic.gov.au.

Contact us

You can contact us to ask a question about this Privacy Policy, to request access to or correction of your personal information, or to make a complaint by sending an email to: karimi.aahya@gmail.com.

Changes to this Privacy Policy

We may vary the terms of this Privacy Policy at any time. You should check this Privacy Policy regularly so that you are aware of any variations made to this Privacy Policy.