



Privacy Policy
Approved by the CEO
On February 2019

Version	Date of effect	Brief summary of change
Version 1 - Initial policy	October 2018	Initial policy drafted
	February 2019	Initial policy reviewed by the CEO
	June 2020	Initial policy rebranded

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1. Introduction

This privacy policy (Policy) sets out the information handling practices of the Ramsay Centre for Western Civilisation. It does not cover personal information about our employees.

We strive to manage personal information in a best practice way while enabling us to better serve our friends and the community.

Personal information means information or an opinion, true or false, and whether recorded in a material form or not, about an identified or reasonably identifiable individual. Sensitive information is a sub-category of personal information and includes details about race, ethnicity, political affiliations and membership of professional trades and associations. We handle personal and sensitive information in accordance with the Privacy Act 1988 (Cth) including the Australian Privacy Principles (Privacy Act) and this Policy.

2. Overview of this policy

Our purpose is to advance education by promoting studies and discussion of western civilisation.

The functions and activities we carry out to achieve this, and for which we collect and hold personal information, include:

- creating BA degrees in Western Civilisation in collaboration with two or three Australian universities, initially in NSW and the ACT, but also if possible, further afield;
- supporting these degrees through a suite of Ramsay Undergraduate Scholarships and the creation of new academic positions;
- endowing a number of national Ramsay Postgraduate Scholarships, open to recent Australian graduates from a range of academic disciplines, for study at prestigious overseas universities; and
- establishing a programme of summer schools, distinguished visiting lectures and other events designed to promote a wider appreciation of western civilisation.

If you do not provide your personal information, we may be unable to provide particular information to you or tailor the content of our websites or apps for your benefit. You may also find that you do not experience the full extent of our information and services, including our websites and apps.

3. Collection of personal information

We collect personal information for the purposes stated in this Policy from our scholarship applicants and recipients, third parties, service providers, suppliers, contractors, consultants, sponsors and individuals who interact with the Ramsay Centre.

4. Direct Collection

a. Sensitive information

We only disclose sensitive information such as health information or criminal history for the purposes for which you gave it to us or for directly related purposes you would reasonably expect.

b. Contact list

We collect and hold information from friends obtained through referrals or provided to us personally by our friends. This information includes name and contact details.

c. Education and training

We collect and hold personal information from Summer Program and scholarship applicants.

d. Events

We collect and hold information which friends and partners provide through applications to attend events such as our Distinguished Speaker Lectures and Great Ideas in the Boardroom. This includes, if applicable:

- Sensitive information such as dietary or mobility requirements;
- Travel bookings; and
- Image (video or photographs) or sound recordings (but only if you have not opted-out from this). We keep a record of the events that you have attended.

e. Surveys

From time to time, we or our service providers may collect your personal information via surveys. We will only use the personal information collected for analytical purposes, updating our records or to assist with improvement or development of our products and services. By completing these surveys, you accept that your personal information may be transferred outside Australia.

5. Indirect Collection

To expand our database, we collect information indirectly about prospective friends through methods which include word of mouth referral, publicly available sources.

a. Notice where you give us information about third parties

If you give us personal information about any other individuals (e.g. guests attending a conference or other event) we ask that you tell the individual that you have done so and make them aware of this Policy, for example, by giving them the link to it.

b. Use of personal information

We use personal information we collect and hold through, scholarship applications, event applications or attendance to:

- Administer and meet requirements for the particular service, course event or program;
- Help us improve the particular service, event or program;
- Identify and analyse activities and interests in order to better meet friends needs and attract new friends;
- Enable us to target marketing communications to friends and potential friends; and
- Enable the Ramsay Centre to further its mission of promoting studies and discussion of western civilisation.

We will not use your personal information for any purpose which you would not reasonably expect unless it is consistent with the Privacy Act. If we think a friend may not expect a particular use of information, we hold about them, we ask for consent before we use it for that purpose.

c. Sound and image recordings of events

We use sound and image recordings of our events to enable us to improve our events, and for promotional purposes. We will give you a chance at the time you apply to participate in an event to indicate if you do not want us to use your voice or image. You can also contact the Ramsay Centre if you want to express your preference.

d. Marketing communications

Our advertising and marketing material, content, information and communications (marketing material) is sent to friends about whom we hold records to provide information about the Ramsay Centre's products and services which may be of personal and/or professional benefit. We may send any of these marketing materials by mail, telephone, email, SMS or other electronic methods, such as through social media or targeted advertising. If you indicate a preference for a method of communication, we will try to use that method where it is practical for us to do so.

We give you the chance to opt-out of receiving marketing material in our communications with you, such as forms, letters or emails, or you can opt out by contacting us using the details below.

Unless you have opted out, we will provide marketing material to you intermittently.

6. Disclosure (sharing) of personal information

a. Events

We disclose the name, title and post nominal of event participants to speakers, organisers, hosts or facilitators under strict conditions to enable them to carry out their role in relation to an event, for example, to organise table lists, or facilitate introductions.

b. Contractors and partners

We disclose personal information to contracted service providers who assist us with a number of our functions and services including service providers of technology, data processing, contact centre, legal, accounting, business consulting, auditing, archival, delivery, banking, payments, market research, content production and mailing but only for the purpose of fulfilling those services.

c. Where authorised or required by law

We are required by the Corporations Act 2001 (Cth) to allow an individual to inspect our register and view friends' names and addresses. However, the Corporations Act prohibits the individual from using the information gained to contact or send material to friends, and from using it for other prescribed purposes.

7. Our websites, emails, apps and social media

a. Emails

If you send us an email, that address will be recorded automatically by our e-mail messaging system for the purpose of replying to your e-mail.

When we send you emails or other electronic messages, we record information about your interactions with the email including when and where you open the message and click on particular links.

This helps us to better understand what information is of interest to you and to improve the content.

b. Social media

We participate in social media such as our LinkedIn group, or Twitter. If we think it is relevant to the quality of service that the Ramsay Centre provides or its objectives, we sometimes record the nature of the topic discussed by a particular individual and their name and follow up with further conversation offline about which we take notes.

Social media services also handle your personal information for their own purposes. These sites have their own privacy policies. We are not responsible for the privacy practices or policies of those sites and we suggest that you review their privacy policies.

8. Security of personal information

We regularly assess the risks of misuse, interference, loss, unauthorised access, and modification or disclosure of personal information, and ensure that we have adequate measures, including policies, procedures and technology, to address those risks. We conduct regular internal and external audits to assess whether we have adequately complied with or implemented these measures.

9. Retention of personal information

We hold most information about friends of the Centre for up to 7 years. We destroy applications for the scholarships and summer program after 2 years.

All medical information collected for the sole purpose of the Summer Program will be destroyed within 14 days of the completion of the Summer Program

10. Access to and the accuracy of personal information

You have a right to ask for access to the personal information we hold about you. Unless there is a lawful reason not to, we will give you access to it and allow you to correct any incorrect information.

We will ask you to verify your identity to ensure we don't give information to the wrong person. If we don't give you access to your personal information or refuse to correct it we will tell why. You may ask us to make a note of your requested correction to be located alongside information we have not agreed to correct.

Our contact details are at the end of this Policy.

11. Summer Program – Sensitive information

a. Primary purposes of collecting information about students and their families

The Ramsay Centre collects information about students and their families when necessary to:

- educate students.
- support students' social and emotional wellbeing, and health
- fulfil legal requirements, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - make reasonable adjustments for students with disabilities (anti-discrimination law)
 - provide a safe and secure workplace (occupational health and safety law)
- enable the Centre to:
 - communicate with parents about students' matters relating to the Summer Program
 - maintain the good order and management of the Centre
- enable the Centre to:
 - ensure the effective management, resourcing and administration of the Summer Program
 - fulfil statutory functions and duties plan, fund, monitor, regulate and evaluate the Centre's policies, services and functions
 - comply with reporting requirements
 - investigate incidents and/or respond to any legal claims against the Centre

b. Storing and securing information

The Centre takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. The Centre stores all paper and electronic records securely. The Centre's Summer Program student's sensitive information will be disposed of within 14 days of the conclusion of the program.

When using software and contracted service providers to manage information, the Centre assesses these according to the appropriate recommended processes.

12. Requests for access and complaint resolution mechanism

In the event that you have a question, concern or complaint regarding the way in which we handle your personal information, you should contact our office:

The Ramsay Centre for Western Civilisation
173 Macquarie St
Sydney NSW 2000
Tel: 02 9134 7900
Email: info@ramsaycentre.org

We take your privacy concerns seriously. Where you express any concerns that we have interfered with your privacy, or seek access to information about you that we hold, we will respond within 48 hours to let you know who will be handling your matter and when you can expect a further response.

If you are unsatisfied with our response you can complain to the Office of the Information Commissioner Telephone: 1300 363 992. Email: enquiries@oaic.gov.au

13. Changing this policy

We will amend this Policy from time to time post an updated version on our website at <http://www.ramsaycentre.org>

Any amendments to this Policy will be effective immediately upon being posted to our websites. Your use of our websites, products or services following such amendments represents your acceptance to be bound by the Policy, as amended.

Suggestions about improving this Policy are welcomed. Please contact us at info@ramsaycentre.org should you wish to provide feedback.