

Community Broadcasting Foundation

Privacy Policy and Statement

Created	January 2014
Approval Authority	CBF Board
Advisory Committee	Audit Risk Management (ARM) Committee
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Next review date	February 2025

The Community Broadcasting Foundation respects and upholds your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and the *Privacy Amendment (Notifiable Data Breaches) Act 2017*.

This policy describes how we manage any personal information we have about you. Personal information means any information that may be used to identify an individual.

What personal information about me does the Community Broadcasting Foundation hold?

The Community Broadcasting Foundation may hold the following personal information about you:

- name;
- age, gender & ethnicity; business or home address;
- telephone and or facsimile number(s);
- email address(es);
- occupation or position; and
- any other information received by us in the course of providing information or services to you or your organisation.

Personal information is collected when you contact us, join a mailing list, apply for a job or volunteer position, make a donation or bequest, and when you apply for a grant via the CBF section of the [SmartyGrants](#) online grant management system. Personal information may also be collected from publicly available information online or from third parties including other non-profit organisations. Information provided through [SmartyGrants.com.au](#) is subject to the [Our Community Privacy Policy](#).

What does the Community Broadcasting Foundation do with my personal information?

We use personal information about you to assist in providing resources, information, publications and other services to you or your organisation.

Your personal information may be stored on internal CBF database systems and servers, external back-up servers, and on servers maintained by service providers such as *SmartyGrants*. The CBF makes all reasonable efforts to ensure the current nature and security of the personal information held.

We will not disclose personal information about you to any person or organisation except in the ordinary course of our operations. This may include providing personal information to community broadcasting sector organisations, consultants, training regulatory authorities or funding providers such as the Commonwealth Government. However, in general, information held in our databases is provided to other organisations in aggregated form only.

We do not sell lists or provide information about you to mailing houses or other direct marketing organisations. We do not disclose personal information to overseas recipients. CBF Directors and Grants Advisory Committee members are bound by a Code of Conduct that requires all grant applications and information gleaned from their consideration to be treated as confidential.

At any time you may opt out of receiving any communications from us. If you wish to do so please notify us as soon as possible in some written form. Accuracy of information is important to us and changes or corrections to information held will be welcomed at any time.

How do I access my personal information?

The Community Broadcasting Foundation takes reasonable measures to ensure that your personal information is protected from loss, unauthorised access or disclosure.

You may request access to personal information by writing to our [CEO](#). You do not have to provide a reason for requesting access and will receive a response in 30 days.

Notification of a data breach

If we become aware of unauthorised access to or loss of your Personal Information that is a notifiable data breach under *the Privacy Amendment (Notifiable Data Breaches) Act 2017* we will promptly:

- notify you;
- investigate the cause;
- do our best to remedy any consequences; and
- tell you what steps we have taken to prevent a reoccurrence.

Recordings of Online Meetings

The Community Broadcasting Foundation may utilise internet-based communication tools (such as Zoom) to conduct internal and external online meetings.

Generally, an online meeting will not be recorded if the same meeting would not have been recorded had it occurred in person.

Recordings of online meetings may however take place for the purposes of:

- Sharing the recording with invitees who are unable to attend the meeting or whole of meeting.
- Providing a digital recording of the meeting for a public or select audience to watch after the fact.
- Referring to for minute taking purposes to ensure accuracy of records.

When the intention is to record an online meeting, the host (CBF) will advise attendees prior to commencing the recording and advise the purposes for doing so. Before the recording starts, the following disclaimer will be displayed *'This meeting is being recorded. By continuing to be in the meeting, you are consenting to be recorded'*. Attendees will need to provide consent by selecting *'Continue'* or *'Leave meeting'* before the meeting can continue.

Once a meeting has ended, the recording will automatically be converted and saved locally on the hosts hard drive. All meeting recordings will be treated as private and confidential files and used for the intended purpose only. They will be transferred to CBF's file sharing network only if required. Otherwise file recordings will be managed as per the CBF's Record's Management Policy.

Complaints concerning our Privacy Policy

Complaints under this policy are those that relate to the collection of personal information or how it is stored, used or disclosed. Complaints or queries concerning the Foundation's privacy policy or practices can be made to the [CEO](#) at any time.

All complaints under this policy will be treated seriously, dealt with promptly in a confidential manner and will not affect any activity of the Foundation in which the complainant has an interest.

If a complainant is not satisfied with the manner in which their complaint has been dealt with by the Foundation then following receipt of written notification the matter will then be referred within 30 days to an independent arbiter, acceptable to both parties, for resolution.

Complaints may also be brought to the attention of the [Australian Information Commissioner](#). Under the terms of its Funding Agreement with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, the Foundation has agreed to be treated as a 'contracted service provider' within the meaning of section 6 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. As such we are bound to notify all individuals whose personal information the CBF holds that complaints about our acts or practices in relation to protection of privacy may be investigated by the Australian Information Commissioner who has power to award compensation against us in appropriate circumstances.

Our contact details are as follows:

Chief Executive Officer
Community Broadcasting Foundation
Level 7, 369 Royal Parade
Parkville VIC 3052
Phone: (03) 8341 5900
Fax: (03) 8341 5959
Email: executive@cbf.com.au

Privacy Statement

All documentation, whether electronic or printed, generated by the Community Broadcasting Foundation or by a third party for the purposes of the Community Broadcasting Foundation and from which personal information may be collected will carry the following statement concerning privacy:

We value your privacy. View our privacy policy at <https://cbf.org.au/privacy-policy/>

Grant application and report forms will contain the following Privacy Statement:

PRIVACY STATEMENT

The Community Broadcasting Foundation (CBF) respects the right of individuals to privacy protection. Where personal information is supplied to the CBF it is used to assist in providing resources and other services to community broadcasters and community broadcasting organisations, and in meeting our responsibilities as the funding agency for the community broadcasting sector. To this end personal information may be shared with other community broadcasting sector representative organisations, consultants, training providers, training regulatory authorities and funding providers. Individuals have the right to access, update or correct any of their personal information held by the CBF at any time.

Entities that are collecting personal information for provision to the CBF in a funding application or for related purposes must ensure that the individuals concerned consent to the provision of their personal information to the CBF, receive a copy of this Privacy Statement, and have been advised that our Privacy Policy is available at <https://cbf.org.au/privacy-policy/>.

Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Australian Information Commissioner who has power to award compensation in appropriate circumstances. For more information please see our [Privacy Policy](#) on our website or contact the CBF CEO on (03) 8341 5900 or by email via executive@cbf.com.au.