



## Privacy and Data Security Policy

Policy number	POL0007	Version	2
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

- Purpose:** This Policy represents how the AAFIE Foundation (AAFIE) manages personal information in accordance with the Commonwealth's *Privacy Act 1988*.
- Policy Statement:** AAFIE is committed to both protecting and securing the privacy and confidentiality of the personal information of those we work with.
- AAFIE will protect members from any unauthorised access to personal information to the best of its abilities by reducing data breaches and other responsible practices.
- Scope/Applicable To:** AAFIE Board directors, staff, volunteers, members and those who work with AAFIE.
- Personal Information:** AAFIE collects personal information about members to ensure that contact can be made, and information received, via the member portal. AAFIE collects basic personal information such as name and email address, and this is stored within AAFIE's WordPress website. WordPress always follows best practice website security practices such as using safe plugins and themes updated regularly.
- You may choose to interact with AAFIE anonymously, though it might limit what information we can provide you.
- Payment Systems:** AAFIE uses the Stripe payment system on its website in order to collect membership fees and other payments. Stripe is a large global online payment provider that processes the payment directly when a member makes a payment on the AAFIE website. AAFIE does not store credit card information anywhere on its website
- Related Documents:** Governance Manual, Complaints Policy, Risk Management Policy, Delegations Policy