



PRIVACY POLICY

LITTLE B.I.G. FOUNDATION LIMITED

This Privacy Policy applies to all personal information collected by LITTLE B.I.G. FOUNDATION LIMITED, ABN 72 650 451 522 (hereon "LBF"), including via the website located at <https://littlebigfoundation.org/>.

1. What is "personal information"?

The Privacy Act 1988 (Cth) currently defines "personal information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:

- (i) Whether the information or opinion is true or not; and
- (ii) Whether the information or opinion is recorded in a material form or not.

If the information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "personal information" and will not be subject to this privacy policy.

2. What information do we collect?

The kind of personal information that we collect from you will depend on how you use the website and other services provided by LBF. The personal information which we collect and hold about you may include:

- (i) Name;
- (ii) Contact details, including address, email and phone number;
- (iii) Date of birth;
- (iv) Gender;
- (v) Cultural identity;
- (vi) Emergency contact details;
- (vii) Personal risk factors which you discretionally disclose to LBF, including disability and other health conditions;
- (viii) Skills and experience;
- (ix) Payment information, including credit card information;
- (x) Your device ID, device type, geo-location information, computer and connection information, statistics on page views, traffic to and from the sites, ad data, IP address and standard web log information;
- (xi) Details of the products and services we have provided to you or that you have enquired about, including any additional information necessary to deliver those products and services and respond to your enquiries;
- (xii) Details about any bookings for proposed events, venue hires, equipment hires, and the like.





PRIVACY POLICY

LITTLE B.I.G. FOUNDATION LIMITED

- (xiii) Any additional information relating to you that you provide to us directly through our website or app or indirectly through your use of our website or app or online presence or through other websites or accounts or other means from which you permit us to collect information;
- (xiv) Information you provide to us through customer surveys; or
- (xv) any other personal information that may be required in order to facilitate your dealings with us.

3. How we collect your personal information

We may collect these types of personal information either directly from you, or from third parties.

We may collect this information when you:

- (i) register on our website, or via third party services with which you interact in conjunction to using our website;
- (ii) communicate with us through correspondence, chats, email, or when you share information with us from other social applications, services or websites;
- (iii) interact with our sites, services, content and advertising;
- (iv) provide this information to us in person (including verbally in the context of a questionnaires or survey provided by a LBF representative);
- (v) provide this information to us in hard copy or written form; or
- (vi) invest in our business or enquire as to a potential purchase in our business.

In addition, when you apply for a job or position with us (including volunteer positions) we may collect certain information from you (including your name, contact details, working history and relevant records checks) from any recruitment consultant, your previous employers and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

4. Purpose of collection

We may collect, hold, use and disclose your personal information for the following purposes:

- (i) to enable you to access and use our services and products, including facilitating responses to queries and requests you make;
- (ii) to operate, protect, improve and optimise our products and services, business and our users' experience, such as to perform analytics, conduct research and for advertising and marketing;





PRIVACY POLICY

LITTLE B.I.G. FOUNDATION LIMITED

- (iii) to send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
- (iv) to send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, our business partners that we think you may find interesting;
- (v) to administer rewards, surveys, contests, or other promotional activities or events sponsored or managed by us or our business partners;
- (vi) to generate anonymised insights into our users and community;
- (vii) to facilitate coordination of volunteer programs;
- (viii) to personalise your experience with LBF;
- (ix) to seek out opportunities for partnerships and collaboration;
- (x) to improve marketing of our events and services, and our engagement with the community;
- (xi) to comply with our legal obligations, resolve any disputes that we may have with any of our users, and enforce our agreements with third parties; and
- (xii) to consider your employment application.

We may also disclose your personal information to a trusted third party who also holds other information about you. This third party may combine that information in order to enable it and us to develop anonymised consumer insights so that we can better understand your preferences and interests, personalise your experience and enhance the products and services that you receive.

We will only share your personal information as follows:

- (i) Internally within LBF, for example to employees who require such information as part of their roles;
- (ii) Contracted service providers, for example in the context of LBF obtaining services relating to information technology, marketing, legal, and the like.
- (iii) To the public for marketing/promotion/coordination of an event;
- (iv) Where it is necessary for the provision of services that you have requested;
- (v) Otherwise, where you provide specific consent for the sharing (for example in the context of publishing news/stories/interviews and the like relating to you).

LBF does not engage in the sale of personal information to third parties.

5. Events and Media

We may record and/or photograph our events for various purposes, including providing news and social media content, publicising events, and/or live streaming online or repurposing in digital e.g. on





PRIVACY POLICY

LITTLE B.I.G. FOUNDATION LIMITED

our website; YouTube channel, or paper format. LBF maintains copyright and any other intellectual property in photographs taken and/or in digitised recordings belong to LBF.

6. Access and correction

Australian Privacy Principle 12 permits you to obtain access to the personal information we hold about you in certain circumstances, and Australian Privacy Principle 13 allows you to correct inaccurate personal information subject to certain exceptions. If you would like to obtain such access, please contact us as set out below.

7. Complaint procedure

If you have a complaint concerning the manner in which we maintain the privacy of your personal information, please contact us as set out below. All complaints will be considered by a representative of LBF and we may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner.

8. Overseas transfer

Your personal information may be transferred overseas or stored overseas for a variety of reasons. It is not possible to identify each and every country to which your personal information may be sent. If your personal information is sent to a recipient in a country with data protection laws which are at least substantially similar to the Australian Privacy Principles, and where there are mechanisms available to you to enforce protection of your personal information under that overseas law, we will not be liable for a breach of the Australian Privacy Principles if your personal information is mishandled in that jurisdiction. If your personal information is transferred to a jurisdiction which does not have data protection laws as comprehensive as Australia's, we will take reasonable steps to secure a contractual commitment from the recipient to handle your information in accordance with the Australian Privacy Principles.

9. How to contact us about privacy

If you have any queries, or if you seek access to your personal information, or if you have a complaint about our privacy practices, you can contact us through: <mailto:hello@littlebigfoundation.org>

