



Women  
With  
Disabilities  
Australia  
(WWDA)

# Privacy

[Our policy](#)

[Easy Read version](#)



## How to use this policy



Women With Disabilities Australia (WWDA) wrote this form. When you see the words 'we' or 'us', it means WWDA.



We have written this form in an easy to read way. We use pictures to explain some ideas.

**Bold**

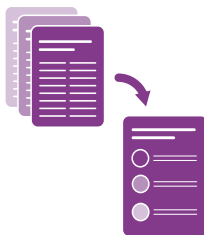
We have written some words in **bold**.

Not bold

This means the letters are thicker and darker.



We explain what these words mean. There is a list of these words on page 17.



This Easy Read document is a summary of another document.



You can find the other form on our website at [wwda.org.au/wwda-member/](http://wwda.org.au/wwda-member/)



You can ask for help to read this form. A friend, family member or support person may be able to help you.

## What's in this document?

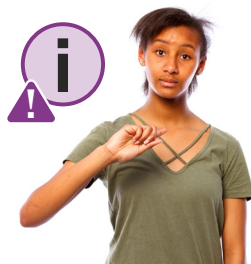
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## What is this policy about?



A **policy** is a plan for how we should do things.

Policies are where rules come from.



We know your personal information is very important.



We work hard to keep any information you share with us private.



This policy explains what we do with your personal information. It talks about how we:

- collect it
- share it
- use it
- keep it safe.



This policy also talks about your right to:

- see your information
- change your information.

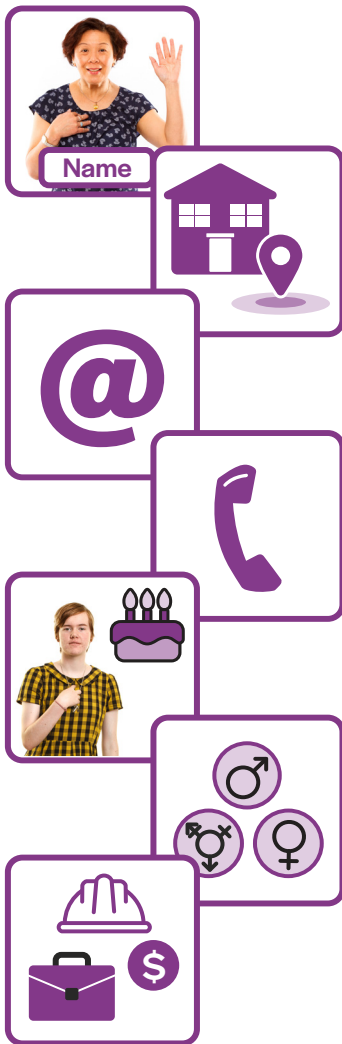
## Collecting your personal information



Sometimes we need your personal information so we can:

- support you in the best way
- do our job well.

This can include:



- your name
- your address
- your email address
- your phone number
- your birth date
- your **gender**
- what you do for work.



Your gender is what you understand about who you are as a person.

It isn't about whether your body is male or female.



We might also collect sensitive information about your:

- disability
- race
- **sexuality.**



Your sexuality is who you are attracted to.

There are lots of different types of sexuality, such as:



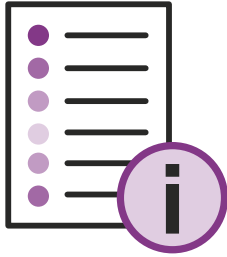
- **heterosexual** – when men and women are attracted to each other



- **homosexual, lesbian or gay** – when you are attracted to someone who has the same gender as you



- **bisexual** – when someone is attracted to different genders.



We will only use the information we collect about you for the reasons you gave it to us.



We mostly collect information that you choose to share with us when you contact us.



For example, when you email us, we might keep your email address.



We won't add your email address to our mailing lists unless you say it's ok.



We might also take videos or photos of you when you go to our events.



You need to tell us if this is not ok.



We might collect information about you from your:

- friends
- family
- carers.



Whenever we collect your information, we will make sure we follow what the law says.



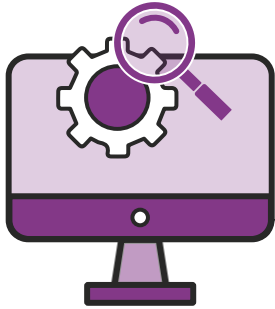
Our website and social media pages might link to other websites.



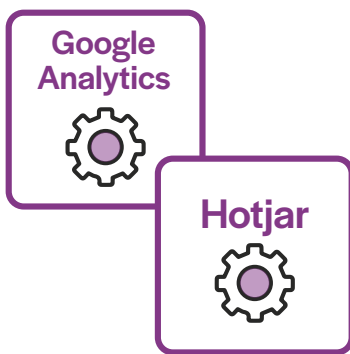
When you go to these sites, we can't control what they do with your personal information.



## Software we use



Our website uses special software to help us find out how people use it.

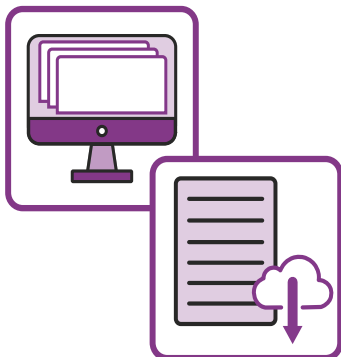


The software is called:

- Google Analytics
- Hotjar.



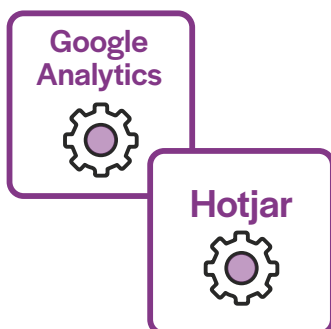
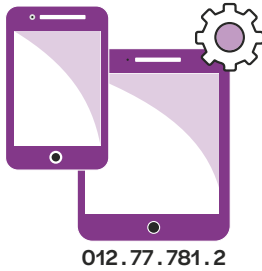
This information helps us make our website better for everyone who uses it.



It records the:

- pages that you went to
- documents you downloaded.

Whenever we collect your information, we will make sure we follow what the law says.



- your **IP address** – a number given to each device that connects to a computer network
- what type of device you use, like your smartphone or computer
- what city you live in.

When you use our website, you agree that we will collect this information about you.

We won't use this information to try and find out who you are.

You can choose not to have your data collected on the:

- Google Analytics website
- Hotjar website.

## Using your personal information



We use the information we collect about you to:

- give our members information about our work
- tell others about who we represent
- make sure we do things the law says we must do.

We may send you information that we think you will find helpful.

You can tell us if you don't want us to send you this information.

We might share your information with:



- service providers that support us with our:
  - website
  - newsletter
  - data storage
  - payments



- people who help us support women with disability



- anyone else you say is ok.

We might also have to share your information:



- if the law says we must



- for health and safety reasons



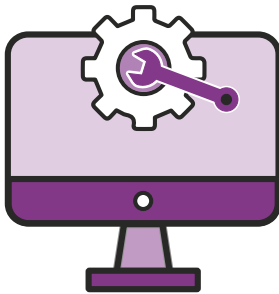
- if you break the law.

## How we store your personal information

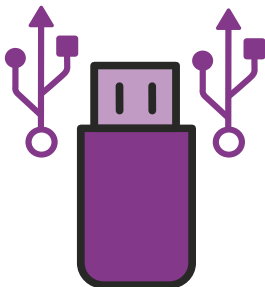


We have different ways we store your personal information.

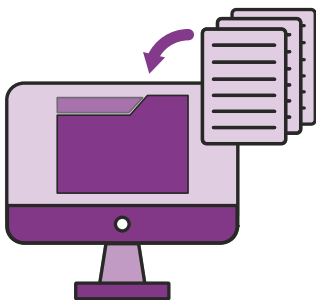
They include:



- software programs



- databases



- filing systems.



We might store your personal information:

- in other places
- in email accounts that we can only get into on smartphones or tablets.

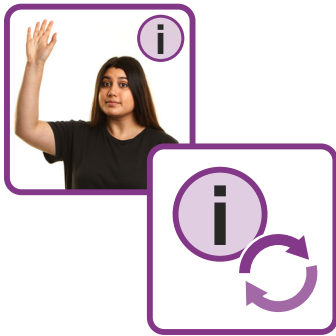


We do everything we can to protect your information.



But we can't promise your information will be safe if you use the internet to send it to us.

## Your rights



You have the right to:

- see your personal information
- change your personal information.



You can ask us to show you your personal information at any time.



If your personal information changes, you need to tell us as soon as you can.



We will also tell you how you can make a **complaint**.



A complaint is when you talk to us because something has gone wrong with your supports or services.

## How to make a complaint



If you aren't happy with how we handle your personal information, you can make a complaint.



You should contact us directly.



[wwda.org.au/contact/complaint/](http://wwda.org.au/contact/complaint/)



We will:

- look into your complaint
- reply to you as soon as we can.



## Word list



### Complaint

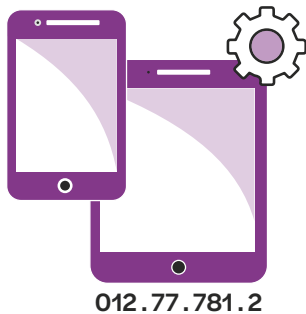
A complaint is when you talk to us because something has gone wrong with your supports or services.



### Gender

Your gender is what you understand about who you are as a person. It isn't about whether your body is male or female.

You should contact us directly.



### IP address

A number given to each device that connects to a computer network.



## Sexuality

Your sexuality is who you are attracted to.

There are lots of different types of sexuality, such as:

- heterosexual – when a man and women are attracted to each other
- homosexual, lesbian or gay – when you are attracted to someone who has the same gender as you
- bisexual – when someone is attracted to different genders.

## Contact us



You can contact us if you have any questions about our Privacy Policy.



**0438 535 123**



**[officeadmin@wwda.org.au](mailto:officeadmin@wwda.org.au)**



PO Box 407

Lenah Valley

Tasmania, 7008



**[wwda.org.au/contact/](http://wwda.org.au/contact/)**



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Women  
With  
Disabilities  
Australia  
(WWDA)