

Privacy Policy

The Girls & Boys Brigade is committed to handling your personal information in accordance with our obligations under the *Privacy Act 1988 (Privacy Act)*. Personal information is collected, used, disclosed and held by The Girls & Boys Brigade in accordance with this Privacy Policy.

Collection of personal information

The Girls & Boys Brigade aims to only collect, use, disclose and hold the personal and sensitive information it requires to deliver its services and programs. The Girls & Boys Brigade also collects, uses, discloses and holds personal information to carry out certain business functions, including maintaining basic donor and supporter information to manage donations, issue receipts, and communicate about our activities.

Direct collection

The main way The Girls & Boys Brigade collects personal and sensitive information about you is when you provide it to The Girls & Boys Brigade (via physical and online forms, by phone, or by email). For example, we collect personal information from you when you:

- contact us to ask for information;
- use a service provided by us;
- participate in program run by us;
- fundraise for us;
- donate to us;
- enquire or sign-up to volunteer with us;
- make a complaint to us about a privacy breach;
- ask us for access to information we hold about you; or
- apply to us for a job vacancy.

Individuals using our services or participating in our programs

The Girls & Boys Brigade offers programs for primary school children, high school children, and families. The Girls & Boys Brigade collects the following personal information (which includes sensitive information) about the individuals who access the services and programs we offer, as required, either from the individual or on behalf of the individual from their authorised representative or their parent/carer if the individual is a minor:

- full name (first name and surname);
- home address;
- email address;
- phone number;
- date of birth;
- gender identity;
- gender pronouns;

- cultural background and requirements;
- health information including any medical needs;
- court/parenting orders; and
- emergency contact details.

Supporters

The Girls & Boys Brigade collects the following personal information, as required, about our supporters:

- full name (first name and surname);
- home address;
- email address;
- phone number;
- employer (for the purposes of workplace giving);
- employee payroll number (for the purposes of workplace giving);
- signature;
- credit card details (for the purposes of making a donation); and
- a history of your donations, attendance at events and interactions with The Girls & Boys Brigade.

Volunteers

The Girls & Boys Brigade collects the following personal information (which includes sensitive information) about our volunteers:

- full name (first name and surname);
- date of birth;
- home address;
- email address;
- phone number;
- employment details (occupation and employer);
- health information (for the purposes of managing accessibility and mobility requirements);
- skills and interest;
- previous volunteer work;
- Working with Children Check details; and
- Emergency contact details.

Indirect collection

We may also collect personal information about you, including sensitive information, indirectly from publicly available sources or from third parties such as:

- your parent/s or carers;
- your authorised representative, if you have one; and
- NSW Government agencies, where information sharing is permitted.

Third parties

The Girls & Boys Brigade collects personal information about third parties—such as emergency contacts and referees—indirectly from individuals who engage with The Girls & Boys Brigade (for example, individuals who use our services and programs, volunteers, job applicants, employees, or contractors). This personal information may include:

- full name (first name and surname);
- date of birth;
- email address;
- phone number; and
- nature of the relationship with the individual engaging with The Girls & Boys Brigade.

We collect this information solely for purposes such as:

- contacting a nominated third party in the event of an emergency or incident; and
- assessing a person's suitability for employment, volunteering, or engagement with The Girls & Boys Brigade.

Where reasonably practicable, we will notify or make this Privacy Policy available to third parties at the time or as soon as possible after their personal information is collected. We rely on individuals who engage with The Girls & Boys Brigade to ensure that any person they nominate as an emergency contact or referee is aware that their information has been provided to The Girls & Boys Brigade and that they can access this Privacy Policy.

Anonymity

Individuals have the option to interact with The Girls & Boys Brigade anonymously or using a pseudonym, where reasonably possible. For example, if you contact The Girls & Boys Brigade with a general question, you will not be asked for your name unless it is required to adequately handle your enquiry.

However, for most of your interactions with The Girls & Boys Brigade a certain amount of your personal information will be required to enable The Girls & Boys Brigade to engage with you in your relevant capacity (for example, as a user of a service or program administered by The Girls & Boys Brigade, a supporter, or a volunteer).

Collection through The Girls & Boys Brigade website

The Girls & Boys Brigade's public website, <https://girlsandboysbrigade.org.au/>, is hosted in Australia. There are a number of ways in which The Girls & Boys Brigade collects personal information through its website.

Contact Forms and Cookies

When visitors fill in forms or leave comments on our website, we collect the data shown in the form and the visitor's IP address and browser user agent string to help spam detection. If you leave a comment on our website, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

Information on the website may include embedded content (such as images, videos or articles). Embedded content from other websites behaves in the exact same way as if the visitor has visited the website.

Log in Pages

If have a log in to our login page, we will set a temporary cookie to determine if your browser accepts cookies. These cookies contain no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days and screen option cookies last for a year. If you select 'Remember Me' your login will persist for two weeks. If you logout of your account, the login cookies will be removed.

Collection through Third Party Platforms

Event Registration & Management

The Girls & Boys Brigade collects information, including personal information, that you provide to it when registering and purchasing tickets to attend our events. The Girls & Boys Brigade uses Humanitix, an online ticketing platform, to manage event registrations and ticket sales. You can access Humanitix's Privacy and Cookies Notice [here](#). When registering for an event organised by The Girls & Boys Brigade, you may be required to give Humanitix personal information including your first and last name, telephone number and email address. You may also be required to provide financial information, including credit card number, expiration date, and Card Verification Code if you are required to make a payment for an event. Humanitix may share some of your personal information with The Girls & Boys Brigade, however this excludes financial information.

Donations & Fundraising

The Girls & Boys Brigade uses Givergy and Stripe for fundraising endeavours, including one-off or regular donations and online auctions. Any personal data that is collected is used solely for the necessary platform purpose – such as managing your participation in an auction, managing your donation/s, and the provisions of receipts.

You can access Givergy's Privacy Notice [here](#). When registering for an auction (silent, live or online), you may be required to provide Givergy with your first and last name, telephone number and email address. You may also be required to provide financial information, including credit card number, expiration date, and Card Verification Code if you are required to make a payment for an auction

item. Givergy may share some of your personal information with The Girls & Boys Brigade, however this excludes financial information.

You can access Stripe's Privacy Policy [here](#) and Cookies Policy [here](#). When registering for a donations account, you may be required to provide Stripe with your first and last name, date of birth, telephone number, and residential address. You will be required verify such details through government-issued identification (e.g. a passport or driver's licence). In order to donate, you will be further required to provide bank account information (account number and registered holder name), in addition to the bank account information and ABN/ACN of our charity. Stripe may share some of your personal information with The Girls & Boys Brigade, including financial information. The Girls & Boys Brigade may, on occasion, access the Stripe platform to update a donor's credit card details, at the request of the donor.

Social media

The Girls & Boys Brigade uses Facebook, Instagram, and LinkedIn to share information about our work, promote our services and programs, and to network. When you communicate with The Girls & Boys Brigade using these social networking services, The Girls & Boys Brigade collects any personal information you provide to it by engaging in that communication. Facebook, Instagram, and LinkedIn each have their own privacy policies.

Use and disclosure of personal information

The Girls & Boys Brigade usually uses and discloses your personal information for the purpose for which it was collected.

This ordinarily includes to:

- deliver its services and programs; and
- carry out certain business functions.

Individuals using our services or participating in our programs

The personal information provided by an individual (or on behalf of the individual from their parent/s, carer/s or authorised representative) will be used by The Girls & Boys Brigade to facilitate the individual's engagement with The Girls & Boys Brigade and their participation in our services and programs. For example, we may use an individual's personal information to:

- assess their eligibility for our services and programs;
- enrol them in a service or program;
- organise program activities, including activities operated by third parties; and
- contact them or their parent/s, carer/s or authorised representative.

Your personal information, including sensitive information such as health information, may be disclosed to:

- individuals who volunteer with The Girls & Boys Brigade, who assist us to deliver our services and programs;
- third parties who we partner with to deliver our services and programs (for example, we regularly engage with third party operators to organise vocational workshops, wildlife encounters, farm stays, camps, sports workshops, visits to local attractions and other excursions and activities as part of our programs for primary school and high school children);
- the City of Sydney, who operate program/s you may be enrolled in;
- emergency services (police, ambulance, and fire and rescue) in the event of an emergency; and
- government agencies and authorities, including the NSW Department of Communities and Justice, where we are authorised or required to share information under child protection, safety or wellbeing legislation, or where disclosure is required by law, including in response to a subpoena, court order or warrant.

Supporters

The Girls & Boys Brigade uses your personal information to carry out our charitable fundraising activities. For example, we may use your personal information to:

- process your donation and issue a receipt;
- send you information about how your donation was used;
- send you our newsletter;
- send you a request for a donation;
- report on our activities including producing our Yearly Review; and
- respond to your questions, comments, compliments or complaints.

We may disclose your personal information to suppliers who perform certain outsourced services for The Girls & Boys Brigade related to our charitable fundraising activities. For example, the addresses of donors who have opted into receiving our physical appeal letters and newsletters may be disclosed to our printers and mailing houses. Our preferred printer and mailing house is J.A. Wales Printers, and their Privacy Statement is available [here](#).

Volunteers

The Girls & Boys Brigade uses your personal information to match volunteers with suitable volunteering opportunities. Your name may be disclosed in our Yearly Review, which is published on our website. When required, we may disclose limited volunteer information, including confirmation of your Working with Children's Check status to program partners (for example, the City of Sydney) where this is necessary to meet child safety and compliance requirements.

Secondary purpose use and disclose

The Girls & Boys Brigade may, in certain circumstances, use and disclose your personal and sensitive information for purposes other than the purpose for which it was collected. These circumstances include:

- where you have provided consent to disclosure for a secondary purpose;
- where the secondary disclosure of your personal information is authorised or required by or under law;
- where a permitted general situation exists in relation to the use or disclosure of the information by The Girls & Boys Brigade; and
- where a permitted health situation exists in relation to the collection, use or disclosure of health information by The Girls & Boys Brigade.

The Girls & Boys Brigade will generally only use and disclose your sensitive information with your consent.

Disclosure to state agencies, courts and tribunals

The Girls & Boys Brigade discloses personal information to state agencies (such as the Department of Communities and Justice) and courts and tribunals where required or authorised by law.

Overseas disclosure

The Girls & Boys Brigade uses third-party cloud-based software and service providers (such as Microsoft) to store, manage and use personal information collected by us. Personal information stored in these systems may be hosted on servers located outside Australia, including in the United States of America and other countries where our service providers or their subcontractors operate data centres.

Hard copy documents that contain personal information are generally held on site, in a mixture of locked cabinets and safes, depending on the nature of the information.

Direct marketing

The Girls & Boys Brigade may use your postal or email address to send you newsletters, fundraising appeals or information about events.

If an individual opts-out of direct marketing communications from The Girls & Boys Brigade, this will be recorded in our database, and the individual will no longer receive direct marketing from The Girls & Boys Brigade until such time as the individual changes their preferences in this regard.

An individual can opt out of receiving direct marketing materials by contacting The Girls & Boys Brigade, or by unsubscribing from email correspondence received.

Job applications

If you have applied for a job vacancy at The Girls & Boys Brigade, any personal information you have provided in your job application will ordinarily be used to assess your job application. This assessment process may include the use of verification services...

Cookies

The Girls & Boys Brigade collects information about your interactions with our website using cookies.



Information collected about your interactions with our website via cookies is used by The Girls & Boys Brigade to improve your website user experience. Whilst cookies may store some personal information such as your name and email address to process any donations, we do not record or store your financial information such as credit card numbers.

How we hold and protect personal information

We take all reasonable precautions to safeguard your information from loss, misuse, unauthorised access, modification, disclosure or destruction. We may store your files in electronic or hard copy form (on our premises or stored offsite in secure facilities). We implement a range of physical and electronic security measures to protect the personal information that we hold, including, depending on the circumstances, electronic access controls (such as login and password protection), premises security and network firewalls.

Accessing and correcting your personal information

Any requests for access to your personal information should be made in writing to the Executive Officer at The Girls & Boys Brigade by emailing info@girlsandboysbrigade.com.au.

Any requests for correcting your personal information (such as change of address and change of credit card details for regular donations) or for opting out of future communications can be made by calling The Girls & Boys Brigade during business hours on 02 9319 4509 or by emailing info@girlsandboysbrigade.com.au.

Queries and complaints

If you would like to make an enquiry or complaint about how The Girls & Boys Brigade has handled your personal information, or if you wish to request access or correction to your personal information, or if you have questions or comments about this privacy policy, please email info@girlsandboysbrigade.com.au.

You may also write to:

Executive Officer
The Girls & Boys Brigade
402-404 Riley Street
Surry Hills NSW 2010

We review and respond to all complaints received. If you are unsatisfied with our response, you can lodge a complaint with the Office of the Australian Information Commissioner.

Changes to this Privacy Policy

We reserve the right to revise this Privacy Policy. Any revised policy will be uploaded to our website at www.girlsandboysbrigade.org.au. This Privacy Policy was last updated in April 2026.