

Privacy Policy (Summary)

KARLKA NYIYAPARLI ABORIGINAL CORPORATION RNTBC (ICN 3649)

Karlka Nyiyaparli Aboriginal Corporation RNTBC (ICN 3649) (**KNAC, we, our or us**) is committed to respecting and protecting your privacy.

This Privacy Policy sets out how we collect, use and protect Personal Information, including Aboriginal Data, in accordance with the *Privacy Act 1988* (Cth) (**Privacy Act**), Australian Privacy Principles (**APP**), and Indigenous Data Sovereignty (IDSov) obligations.

This Privacy Policy applies to all KNAC operations, our services to you and our public facing digital assets (**our or KNAC Digital Assets**) including but not limited to:

- karlka.com.au (website)
- Jirntalpa Karnti / Nyiyaparli Flora App
- Jirntalpa Karnti / nyiyaparliflora.com.au (website)
- Nyiyaparli Widi Language Game App
- nyiyaparli.live (website)

Personal Information we Collect

We only collect Personal Information where it is necessary to manage our obligations, deliver our services and maintain, or improve, our Digital Assets. Personal Information we may collect includes:

- Identifying information such as name, date of birth, contact information, and demographic and community details;
- Information related to your use of, or engagement with, our services;
- Information about your engagement with our Digital Assets (i.e. IP address, device information and browser activity); and
- Any other information you provide to us directly or indirectly through our website, emails, social media, surveys or member service interactions.

Sensitive Personal Information

Sensitive Information is defined in the Privacy Act to include information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. In certain circumstances, and only where necessary to deliver our services, we may collect Sensitive Information from you. Sensitive Information will only be used by us:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose;
- With your consent; or
- Where required or authorised by law.

Aboriginal Data and Indigenous Data Sovereignty

We might also collect data, information, facts or statistics from or about Aboriginal peoples, families or communities, or their cultural knowledge, traditions and practices (also known as Aboriginal Data). Aboriginal Data can be Personal Information as defined under the *Privacy Act 1988* (Cth), but it can also be broader than this.

To ensure the rights of Aboriginal people to control and protect their data, KNAC manages Aboriginal Data in line with IDSov principles, including transparency, access and control, to the extent possible under applicable laws.

How We Collect Information

We collect Personal Information in different ways depending on your engagement with us and our services, this may include:

- Directly from you when you communicate with us in person or via email, phone or complete our web forms;
- When you engage with our services or participate in our events; or
- Automatically through your use or interaction with our Digital Assets.

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with personal information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us.

Why we Collect and How We Use Personal Information

We collect and use personal information for the following primary purpose:

- Provide our services, including member support, to you;
- Assist you to access services and support from third party providers;
- Share promotional materials and information (with your consent) about our services, activities and events;
- Improve our services;
- Provide and improve our Digital Assets;
- Respond to inquiries and feedback;
- Conduct marketing, research, planning, and security measures;
- To comply with legal obligations; and
- To manage our business operations.

We prioritise transparency and only share your personal information when you consent to it, it is necessary to provide you with our services, or as required by law.

We may use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. For example, Personal Information may be collected that subscribes you to our newsletter. You may unsubscribe from our mailing lists at any time by contacting us in writing. We will not use or disclose your personal information for any secondary purpose unless:

- You have consented;
- You would reasonably expect us to use or disclose it for that purpose; or
- It is required or authorised by law.

Security of Your Data

Your Personal Information is stored in a way that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is, or will be, stored in client files which will be kept by us for a minimum of 7 years.

Accessing and Correcting your Data

You have the right to request access to the personal information we hold about you and you may request corrections if you believe it is inaccurate, incomplete or out of date. You may also request that we delete personal information we hold.

Amendments to, or deletion of data, may impact our ability to provide services to you. We will respond to all requests within a reasonable period of time.

Cookies and Website Tracking

Our Digital Assets may use cookies to enhance user experience, analyse trends, and track user activity. You can manage cookie preferences through your browser settings. Some site features may not function properly without cookies.

On some KNAC Digital Assets, such as our website, you can choose to interact with us anonymously, opt out of direct marketing communications or reject cookies. However, this may limit our services.

Third-Party Interactions

Your Personal Information may be disclosed to third parties in some circumstances where it is necessary to provide services, or enable services to be provided by third parties. In these circumstances, we will only disclosure information to third parties where:

- you consent to the use or disclosure; and
- Where required or authorised by law.

In relation to our Digital Assets, these may contain links to third-party websites and content. We carefully vet any these linked sites, however we are not responsible for their privacy policies or content, so we recommend reviewing their policies before providing any Personal Information.

Feedback and Complaints

If you have a concern or complaint about how we handle your personal information, please contact us in writing at reception@karlka.com.au. We will respond promptly and work with you to resolve the issue.

If you are not satisfied, you may contact the **Office of the Australian Information Commissioner (OAIC)**:

- **Website:** <https://www.oaic.gov.au>
- **Phone:** 1300 363 992

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.

Contact Us

For questions or concerns, reach out to us at reception@karlka.com.au.

This Privacy Policy ensures your Personal Information and data is respected and managed with care, reflecting our commitment to the community we serve.