

## Oxfam Australia

### Misconduct Webform Privacy Notice

Last updated: 8 October 2021

This Privacy Notice explains how Oxfam Australia (“we”, “our” or “us”) collects and handles your personal information when you make a report using the Misconduct Webform. It should be read in conjunction with our [Privacy Policy](#).

#### What information we collect

If you make a report using the Misconduct Webform, we may collect some or all of the following information about you through the information you provide to us on the Webform:

- your first and last name;
- your contact details;
- your role in the incident (e.g. whether you were a survivor/victim or a witness);
- any support you may require;
- your relationship with Oxfam Australia (e.g. whether you are an employee, contractor, volunteer, community member etc.); and
- any information contained in any files or documents you choose to include in your report.

You do not have to provide any of the above information if you do not want to. However, if you do not provide this information, then it may impact our ability to fully investigate the incident.

You can also choose to remain anonymous, or to make a report under a pseudonym, in which case we will not store your name or contact details.

#### Why we collect this information, and who we may share it with

We collect the information you provide through the Webform solely for the purposes of investigating and taking appropriate action in response to fraud, safeguarding, and other misconduct matters.

This could include (but is not limited to):

- conducting internal investigations about the subject matter of the report;
- taking disciplinary action against the subject of a report;
- contacting victims or witnesses of an incident to provide support;
- improving our internal processes to prevent reoccurrence of the same or similar incidents;
- reporting incidents to law enforcement or to government agencies in accordance with our reporting obligations; and
- sharing information with other Oxfam Affiliates, where the incident relates to the activities of another Affiliate. Information about our Affiliates and where they are located can be found [here](#).

We may store your information on servers provided by our third party service providers, some of whom are located overseas (including the UK). However, these service providers generally do not have rights to access the personal information you provide through the Webform, unless such access is necessary for the services they provide.

#### Where can I find more information?

You can find more information in our [Privacy Policy](#) about how we collect, store, and use personal information, including how you can request access to or corrections of your personal information, how you can make complaints about breaches of the Australian Privacy Principles, and how we will respond to such complaints.

You can also contact us by email on [privacy@oxfam.org.au](mailto:privacy@oxfam.org.au), or by phone on (03) 9289 9444.