

Privacy Policy

The **Bill Tingate Brain Cancer Foundation Inc** (the Foundation) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Commonwealth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone numbers, donations and gifts to the Foundation and attendance at Foundation events.

This Personal Information is obtained in many ways including in person, by correspondence, by telephone, by email, via our website www.kickin.org.au, from our social media accounts, from our events, from donations and gifts, from other publicly available sources, from cookies, from web service analytics and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of delivering the objects of the Foundation and providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or accessing your Personal Information profile at our third party providers.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as 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.

The Foundation does not collect or retain any sensitive information.

Third Parties

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 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 by the third party. Third parties include, but are not limited to:

- Customer relationship management platforms;
- Marketing automation and email marketing services;
- Event management and ticketing services;
- Online payment platforms;
- Online survey platforms;
- Social media platforms;
- Accounting and financial management services;
- Organisations with similar objects to or who support the objects of the Foundation; and
- The personal records from the deceased estate of Bill Tingate.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

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

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized 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.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

The **Bill Tingate Brain Cancer Foundation Inc** will not charge any fee for your access request or a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Bill Tingate Brain Cancer Foundation Inc.

ABN 69 204 522 424

info@kickin.org.au

PO Box 777, Burleigh Heads QLD 4220

Effective May 2018