



## **PRIVACY POLICY**

### **Introduction**

Philanthropy Australia understands that privacy is important to our members, associates, subscribers and to the other individuals that we have dealings with. We are a privacy conscious organisation and so we want to explain how we protect the information we gather from you.

Philanthropy Australia is committed to compliance with the laws that protect your Personal Information, including the Privacy Act and the Australian Privacy Principles, as amended from time to time. We do not sell our member lists for commercial gain.

If you have any questions or concerns regarding this privacy statement, please contact us using the contact details below.

### **Website**

By using the Website you agree to the use of such information in accordance with this privacy statement. The practices outlined in this policy are subject to any rights or obligations we may have to handle Personal Information in accordance with the law.

### **Your Information**

Our Website only collects Personal Information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to:

- your name, company, email address and other contact details
- any comments that you might make on our pages and articles or submitted to email addresses displayed on the Website
- the content of electronic forms you submit via the Website, for example to make purchases, for enquiries or to provide feedback;
- information collected when you purchase our publications online.

We do not usually seek Sensitive Information, but we will, when collection is necessary, obtain your explicit consent to collect and use such information.

### **Children's privacy protection**

The Website is not designed for or intentionally targeted at children 13 years of age or younger.

It is not our policy to intentionally collect or maintain information about anyone under the age of 13.

### **Login information, cookies and web beacons**

The Website's web server automatically logs the following non-personal clickstream data for statistical and system administration purposes only:

- the domain name of visitors to our Website;
- the IP addresses of visitors to our Website;



- the URL of the Website that referred you to our Website (if applicable) or the search engine which referred you to our Website (if applicable);
- aggregate information on the date and time when our Website are accessed;
- aggregate information on the browsers and operating systems used by visitors to our Website;
- aggregate information on what pages are accessed.

To the extent that any clickstream data could make you identifiable, we will not attempt to identify you from clickstream data unless required by law, or to investigate suspected improper activity in relation to the Website or to assist in law enforcement.

Cookies (small text files stored in a user's browser) or Web beacons (electronic images that allow the Website to count visitors who have accessed a particular page and to access certain cookies) are required to use Philanthropy Australia's Member, Associate and Subscriber services.

We use cookies to record current session information, but do not use permanent cookies. You are required to re-log in to access the Member, Associate or Subscriber area after a certain period of time has elapsed to protect you against others accidentally accessing your account contents. We do not use these cookies to identify you as an individual unless required by law.

### **Emails, social media and links to other sites**

We may preserve the content of any email or "Contact us" or other electronic message that we receive. Any Personal Information contained in those messages will only be used or disclosed in ways set out in this Privacy Policy. The message content may be monitored by our service providers or our employees for purposes including troubleshooting, compliance auditing and maintenance or where email abuse is suspected.

The Website is integrated with several social media platforms and allows you to share content with other users. In addition, there are several links to other websites contained within the Website.

This Privacy Policy does not extend beyond our Website. Linked Websites are responsible for their own privacy practices, and we recommend that you read the privacy policy of such sites to familiarise yourself with their respective privacy practices.

Any information that you provide via these links could be read, collected and used by other users of the social media platform or linked website, over whom we have no control. We are not responsible for any other user's use, misuse or misappropriation of any Personal Information or other information that you contribute to any social media platform or linked website.

### **Information security**

We have in place reasonable commercial standards of technology and operational security to protect all information provided by visitors via this Website from unauthorized access, disclosure, alteration, or destruction.



However, you should be aware that no data transmission over the Internet can be guaranteed as completely secure. So, while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us online and you should do so at your own risk. Once any Personal Information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

If you make an online financial transfer on the Website, we take the additional step of using 128-bit encryption technology to protect the security of your Personal Information. Before using these facilities, you should confirm that you are using a web-browser that supports 128-bit encryption. In many web-browsers, you can confirm that your session is encrypted by the appearance of a locked padlock symbol on the foot of the browser.

If you are a member, associate or subscriber of Philanthropy Australia, your username and password are essential for you to use the certain restricted-access sections of these Website. For your own protection, we require you to keep these confidential in accordance with the Terms of Use.

## **Use and disclosure of your Personal Information**

We will not share your Personal Information with other individuals or organisations, except in accordance with this policy. You can notify us if you do not wish to receive emails or other communications through emailing us at [info@philanthropy.org.au](mailto:info@philanthropy.org.au).

Philanthropy Australia operates through its employees, contractors and committed volunteers in providing our services to you and carrying out your requests. Personal Information may be given to our consultants and other third parties in order to respond to your requests or inquiries.

We will only use or disclose the Personal Information we collect about you:

- for the purposes for which it was collected or related purposes within reasonable expectations, including, but not limited to:
  - to respond to your requests;
  - the identification of collaborative opportunities; or
  - research, planning or improvement of the services we provide to you;
  - providing you with information on Philanthropy Australia events or products that you may be interested in and that we believe is relevant to you;
- where you have consented to its use or disclosure;
- to protect our rights or property and that of our users and, where appropriate, to comply with legal process; or
- to law enforcement, regulatory, or other government agencies, or to other third parties, in each case to comply with legal or regulatory obligations.



In the course of providing those services we may share your Personal Information with:

- other grant-making organisations;
- third-party service providers including organisations that assist us by providing consulting, information technology, and electronic payment services;

These disclosures may involve the transfer of Personal Information to states, regions or countries with different data protection rules than those under the Privacy Act. By providing your information to us through this Website, you consent to the disclosures described above.

### **Employee and personal contact information**

Employees' records and data will be kept by Philanthropy Australia in strict confidence. No information will be disclosed to any party unless required by law.

No information revealing the identity of a Member or Associate Member will be released to the media unless prior approval is given by that Member or Associate Member. We do not provide contact details of our Members, Associate Members, Council Members or staff without prior approval.

### **Access to information**

You can request a copy of your Personal Information from our Privacy Officer (see contact details below).

In all cases we will treat requests to access or change information in accordance with applicable legal requirements.

### **Changes to our privacy statement**

We may modify or amend this privacy statement from time to time at our discretion. Any information collected will be handled in accordance with the published Privacy Policy in place at the time of collection.

### **Questions**

If you have any questions or concerns regarding your privacy, please contact:

Privacy Officer  
Philanthropy Australia  
Level 2, 55 Collins Street  
Melbourne VIC 3000  
+61 (3) 9662 9299  
[info@philanthropy.org.au](mailto:info@philanthropy.org.au)



If you believe that we have not adequately handled your complaint, you may complain to the Office of the Australian Information Commissioner whose contact details are as follows:

Office of the Australian Information Commissioner  
GPO Box 5218  
Sydney NSW 2001  
1300 363 992  
[enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

## Additional information

For further information about privacy and the protection of privacy, visit the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).

## Definitions

**Personal Information** means information which identifies an individual or from which identity can reasonably be ascertained e.g. name, address, email address and phone number.

**Philanthropy Australia** means Philanthropy Australia Inc. (ABN 79 578 875 531)

**Privacy Act** means the *Privacy Act 1988* (Cth)

**Sensitive Information** means:

- a) information or an opinion about an individual's:
  - i. racial or ethnic origin; or
  - ii. political opinions; or
  - iii. membership of a political association; or
  - iv. religious beliefs or affiliations; or
  - v. philosophical beliefs; or
  - vi. membership of a professional or trade association; or
  - vii. membership of a trade union; or
  - viii. sexual orientation or practices; or
  - ix. criminal record;that is also personal information; or
- b) health information about an individual; or
- c) genetic information about an individual that is not otherwise health information; or
- d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
- e) biometric templates.

**Website** means the domain of [philanthropy.org.au](http://philanthropy.org.au) and associated sub-domains.