



Paul Pholeros
FOUNDATION

Paul Pholeros Foundation

ABN 25 625 347 882
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www.ppfoundation.com.au

Privacy Policy

Date updated: 29 July 2020

Purpose

This policy sets out how Paul Pholeros Foundation (**PPF, we, us or our**) collects and handles personal information in accordance with the *Privacy Act 1988* (Cth) (the **Privacy Act**).

We may update this privacy policy from time to time. All changes to this privacy policy will be published on our website and we may take steps to inform you of any material changes to our privacy policy.

Please note our website may contain links to other third party websites that are not controlled or operated by PPF. We are not responsible for the privacy practices or the content of any other websites, so you should refer to the privacy policies and terms of use of any third party websites for further information on their privacy procedures.

Personal information collected

We collect personal information which may include:

- contact details including names, postal addresses, email addresses and phone numbers; and
- payment information.

We collect this personal information where you:

- provide it via our website and email including through our online contact forms or enter a promotion we are running;
- make a donation to us; or
- volunteer with us.

Use of personal information

The personal information we collect is generally used for:

- communicating with our supporters;
- recruiting and managing contractors or volunteers;
- processing donations;
- conducting marketing activities; and
- other activities and functions of PPF including complying with our legal obligations or as otherwise may be permitted by law.

Disclosure of information

Although PPF generally does not disclose personal information to other organisations, we may disclose personal information where:

- you provide consent;
- it is required or authorised by law (including in emergency situations or to assist law enforcement);
- or if it is believed it is reasonably necessary to conduct the functions and activities of PPF.

PPF uses a range of suppliers, service providers, contractors and partners to whom your personal information may be disclosed to enable the activities and functions of PPF. They may include, but are not limited to, information technology service providers, banks, credit card companies, professional advisers and insurers.

Overseas disclosure

As we work in overseas jurisdictions it is possible your personal information may be shared with our partners based outside Australia in countries such as Nepal. We also may engage overseas external contractors who provide services to PPF who may be bound by privacy legislation and laws where they are located. It is our standard practice to require these external contractors to enter into an enforceable contract with PPF that requires the contractor to comply with the Australian Privacy Policy principles.

Anonymity

Individuals may request to deal with PPF anonymously or through a pseudonym. PPF will accommodate your request if it is lawful, possible and practical to do so. If you do not provide PPF with your personal information PPF may not be able to deal with you.

Website Security

We store your personal information in electronic format and hardcopy. To ensure security, PPF takes reasonable steps to protect personal information against the loss, misuse, and alteration of any information we receive from you. However, as with any transmission over the Internet, there is always some element of risk involved in sending personal information.

Contact our Privacy Officer

If you have any questions, would like to make a comment or a complaint about the way in which we have handled any privacy issue, or to request access or correction of your personal information, you can contact our Privacy Officer at PO Box 495 Newport Beach NSW 2106 or <mailto:info@ppfoundation.com.au>.

If you are still concerned about the way in which any privacy issue has been handled by us, you may contact the Office of the Australian Information Commissioner (www.oaic.gov.au) for guidance on alternative courses of action which may be available.