

## **KIDS WITH CANCER FOUNDATION (AUSTRALIA) LIMITED – PRIVACY POLICY**

This Privacy Policy sets out our commitment to protecting the privacy of your personal information that we collect through this website [www.kidswithcancer.org.au](http://www.kidswithcancer.org.au) or directly from you.

Please read this Privacy Policy carefully. Please contact us if you have any questions – our contact details are at the end of this Privacy Policy.

If you are providing Kids with Cancer Foundation (Australia) Limited – hereon in known as KWCF - with personal information, this indicates that you have had sufficient opportunity to access this Privacy Policy and that you have read and accepted it.

If you do not wish to provide personal information to KWCF, then you do not have to do so, however it may affect your use of this site or any products and services offered on it.

### **1. Collection of personal information**

Personal information: The type of information KWCF collect may include:

For ***family financial assistance***:

- Name
- Contact details including email address, address and telephone number
- Marital status
- Date of birth of the child in treatment
- Demographic information such as postcode
- Preferences and opinions
- Family financial details, including financial difficulties; and
- Any other information requested on this Site or otherwise requested by KWCF or provided by you.

If KWCF receives your personal information from third parties such as hospitals or social workers (when they make a request for financial assistance) KWCF will protect it as set out in this Privacy Policy.

For ***donations, lottery ticket purchases, fundraisers and merchandise sales***:

- Name
- Contact details including email address, address and telephone number
- Demographic information such as postcode
- Preferences and opinions; and
- Any other information requested on this Site or otherwise requested by KWCF or provided by you.

If KWCF receives your personal information from third parties, KWCF will protect it as set out in this Privacy Policy.

***Your use of the KWCF Site:***

As with most online organisations, KWCF may log information about your access and use of the Site, including through the use of Internet cookies, your communications with the Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider.

***Your opinion and feedback:***

KWCF may contact you to voluntarily respond to questionnaires, surveys or market research to seek your opinion and feedback. Providing this information is optional to you.

**2. Collection and use of personal information**

KWCF collects and uses the information for purposes including:

***For family financial assistance:***

- To provide information, products or services to you
- To contact and communicate with you; and
- For internal record keeping.

***For donations, lottery ticket purchases, fundraisers and merchandise sales:***

- To provide information, products or services to you
- To send you lottery tickets and/or products that you have purchased
- To contact and communicate with you
- To issue you tax-deductible receipts (for donations where applicable)
- For fundraising purposes
- For internal record keeping
- For market research and business development including website development
- For marketing including direct marketing
- To run competitions or offer additional benefits to you
- To send you promotional information about your purchased lottery tickets, products, and/or third parties that we think may be of interest to you.

### 3. Disclosure of personal information to third parties

KWCF may disclose personal information to:

- Other entities such as hospitals, doctors, clinics, social workers, schools and utility providers to negotiate or pay a fee or bill or purchase items on your behalf in accordance with our services;
- Courts, tribunals, regulatory authorities and law enforcement officers as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights; and
- Third parties, including agents, sub-contractors or other like-minded charities, who assist us in providing information, products or services to you.

Where KWCF discloses your personal information to third parties for these purposes, KWCF will request that the third party follow this Privacy Policy regarding handling of your personal information.

If there is a change of control of KWCF's business or a sale or transfer of business assets, KWCF reserves the right to transfer to the extent permissible by law the KWCF user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser. KWCF would seek to only disclose information in good faith.

### 4. How KWCF treats personal information that is also sensitive information

Sensitive information is a sub-set of personal information that is given a higher level of protection under the Australian Privacy Principles. In referring to 'sensitive information' KWCF means information that relates to your trade union or other professional associations or memberships, sexual orientation or practices and criminal records, health information or biometric information.

The type of sensitive information that KWCF may collect includes health information.

Sensitive information will be used and disclosed for purposes relating to the primary purpose for which the sensitive information was collected, including:

- To provide services for a purpose that is directly related to the primary purpose for which the sensitive information was collected;
- In a permitted health situation which exists if:
  - o the use or disclosure is conducted in accordance with guidelines approved under section 95A of the Privacy Act 1988; and
  - o in the case of disclosure, if KWCF reasonably believes that the recipient of the information will not disclose the information, or personal information derived from that information.
- Information may be disclosed to a responsible person which has the meaning given by section 6AA of the Privacy Act 1988.

Sensitive information may also be used or disclosed if required or authorised by law.

## 5. Your rights and controlling your personal information

### ***Choice and consent:***

Providing KWCF with your personal information is optional to you. You can choose not to provide personal information. If you choose not to provide KWCF with some or all of the personal information requested, KWCF may not be able to provide our services to you such as providing financial assistance, a tax receipt for donations, or merchandise purchased.

When you provide KWCF with your personal information, you consent to the terms in this Privacy Policy, and to KWCF disclosing or receiving your personal information for these purposes.

Your provision of third party information: If you provide KWCF with third party personal information then you warrant to KWCF that you have the third party's consent to provide this.

### ***Restrict:***

You may choose to restrict the collection or use of your personal information. If you have previously agreed to KWCF using your personal information for direct marketing purposes, you may change your mind at any time by contacting KWCF at the email address listed in this Privacy Policy.

### ***Access:***

You may request details of personal information that KWCF holds about you, in certain circumstances set out in the Privacy Act 1988 (Cth). KWCF may refuse to provide you with information that is held about you, in certain circumstances set out in the Privacy Act.

### ***Correction:***

If you believe that any information KWCF holds about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact KWCF by email. KWCF rely in part upon customers advising when their personal information changes. KWCF will respond to any request within a reasonable time. KWCF will endeavour to promptly correct any information found to be inaccurate, incomplete or out of date.

### ***Complaints:***

If you believe that KWCF have breached the Australian Privacy Principles and wish to make a complaint about that breach, please contact KWCF by email setting out details of the breach. KWCF will promptly investigate your complaint and respond to you in writing setting out the outcome of our investigation, what steps KWCF propose to take to remedy the breach and any other action KWCF will take to deal with your complaint.

### ***Unsubscribe:***

To unsubscribe from the KWCF e-mail database, or opt out of communications, please contact KWCF using the details below.

## 6. Storage and Security

KWCF is committed to ensuring that the information you provide is secure. In order to prevent unauthorised access or disclosure, KWCF have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

No information transmitted over the Internet can be guaranteed to be secure. KWCF cannot guarantee the security of any information that you transmit to KWCF, or receive from KWCF. The transmission and exchange of information is carried out at your own risk. Although KWCF take measures to safeguard against unauthorised disclosures of information, KWCF cannot guarantee that personal information that KWCF collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

## 7. Cookies & Web Beacons

KWCF may use cookies on this Site from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell KWCF your e-mail address or other personally identifiable information. However, once you choose to furnish the Site with personally identifiable information, this information may be linked to the data stored in the cookie.

KWCF may use web beacons on this Site from time to time. Web beacons or clear .gifs are small pieces of code placed on a web page to monitor the visitors' behaviour and collect data about the visitors viewing a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

## 8. Links to other websites

The KWCF Site may contain links to other websites of interest. KWCF do not have any control over those websites. KWCF are not responsible for or liable for the protection and privacy of any information which you provide whilst visiting such websites, and such websites are not governed by this Privacy Policy.

## 9. Amendments

This Privacy Policy may be amended, including with changes, additions and deletions, from time to time in our sole discretion. Your continued use of our Site following any amendments indicates that you accept the amendments. You should check this Privacy Policy regularly, prior to providing personal information, to ensure you are aware of any changes, and only proceed to provide personal information if you accept the new Privacy Policy.

For any questions or notice, please contact our Privacy Officer at:

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Last update: 22 October 2021