

## Moira Kelly Creating Hope Foundation- Privacy Policy

This policy has been adopted by Moira Kelly Creating Hope Foundation (The Foundation) to comply with the requirements of the *Privacy Act 1988* (Cth). The policy should be read in conjunction with the ten National Privacy Principles (NPPs) set out in the Privacy Act relating to the collection, use and storage of personal information.

1. The Foundation collects personal information incidental to our functions and activities including accepting and processing donations. Some of the information we are legally required to collect as part of that process. Other information the Foundation collects for practical reasons, to help manage and provide our services. Where an individual provides their information to the Foundation, it will be used to contact that person unless they direct the Foundation not to do so.
2. The Foundation will collect personal information for a primary purpose. Where personal information is collected for a primary purpose, it may only be used by the Foundation for a purpose other than the primary purpose if that individual has consented or the use is otherwise permitted by the NPPs. Where personal information is used in a secondary manner for fundraising purposes, the Foundation will provide the opportunity for the individual to opt out of such communications in the future.
3. The Foundation will take reasonable steps to keep personal information secure and will, subject to the NPPs, comply with a request from a person to access, correct or remove their personal information.
4. Where or if the Foundation engages an external organisation to assist it, the Foundation will take reasonable steps to ensure that the external organisation will only use the personal information collected in line with this policy and the NPPs.
5. The Foundation may, without notice, amend or modify its Privacy Notice by posting the amended Privacy Notice to the Foundation's website.

For Further information please visit [www.creatinghopefoundation.org.au](http://www.creatinghopefoundation.org.au)

V1\_10/07/2017

### Sponsors:

