

Sydney Community Foundation

Privacy Policy

The Sydney Community Foundation (ABN 51 104 436 955) is not bound by the National Privacy Principles (**NPPs**) contained in the Privacy Act 1988 (Cth) (**Privacy Act**). However, the Sydney Community Foundation is committed to the protection of your personal information and seeks to protect personal information that it processes in accordance with the standards set by the NPPs and the Act. This statement explains the Sydney Community Foundation's policies relating to the collection, handling, use and disclosure of your personal information.

Collecting personal information

We only collect personal information that is necessary for our functions or activities and we do so only by lawful and fair means, and in an unobtrusive way. When we collect personal information about someone we take steps to ensure that they are aware why we are doing so, of the types of organisations to which the information may be disclosed and the other matters specified in NPP 1.3. If we cannot tell them at the time we collect the information, we endeavour to do so as soon as practicable afterwards. We also generally only collect information directly from individuals, but if we collect information from third parties (because it is not reasonable or practicable to collect it directly), we still take steps to ensure that the individual is made aware of the matters required by NPP 1.3.

Personal information collected

The types of personal information we collect may include a donor's name, email and mailing addresses and contact numbers.

Purposes

Our main purpose for collecting this information is to process and receipt donations to the Sydney Community Foundation.

We generally only use and disclose information for the purpose for which it was collected, or for related purposes which are likely to be expected. We may also use and disclose the information in the special circumstances described in NPP 2.1. If we want to use information in other ways, we would generally seek consent.

Disclosures

We may disclose your personal information where we engage other service providers including organisations that assist us to provide, or provide on our behalf, certain products or services (for example LaRoy Business Services who provide financial administrative services). We may also disclose some personal information (such as the name of a donor) to a recipient charity (unless you request otherwise).

Exemptions

Personal information we hold in employee records is exempted from the coverage of the Act in certain circumstances.

Access to personal information

If you wish to request access to personal information that the Sydney Community Foundation holds about you, please contact us using the contact details set out below. Please provide as much information about the information you see in order to help us retrieve it.

More information

If you would like more information about the way in which we manage personal information please contact the Executive Officer of the Sydney Community Foundation on 02 9251 1228, or by email on enquiries@sydneycommunityfoundation.org.au, or by writing to Sydney Community Foundation, PO Box R454, Royal Exchange, NSW 1225.