

PRIVACY POLICY

August 2023

1. Our Commitment to Privacy

The Barbara May Foundation (the “Foundation”) values and respects your privacy and we recognise the trust you place in us through your dealings with us. We are committed to protecting your privacy.

2. Purpose

The Foundation takes our privacy obligations seriously. The Foundation has obligations to protect your personal information under the Privacy Act 1988 (Cth), including the Australian Privacy Principles. The personal information you provide to us remains confidential and is only used for the purposes outlined in this policy.

This Privacy Policy sets out the ways that we collect, manage, use and safeguard your personal information. It also provides information about how to contact us if you have any questions or privacy concerns about your personal information.

3. Scope

This Policy applies to the Foundation’s Board members, employees, volunteers, contractors and service providers who handle personal information collected by the Foundation. It applies to personal information for individuals that are external to us such as donors and supporters.

By providing your personal information to us, you consent to the use, storage and disclosure of the personal information you provide to us as described in this Policy.

4. Personal Information we collect

Personal information is defined as any information that can be used to identify you.

We will only collect personal information about you that is reasonably necessary for our activities, including fundraising activities. The personal information we commonly collect includes, but is not limited to:

- your name
- your contact details such as address, phone number and email address
- a history of your donations
- your employer details, if you participate in workplace giving

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- credit card or bank account details
- information associated with your web browsing, email, text messaging, social media or other electronic interaction including your username or social media profile handle.

You can decline or choose what information to provide us (including being anonymous or using a pseudonym). However, without your personal information, we may not be able to meet your expectations. For example, we may not be able to provide you with a tax receipt for your donations.

5. How we collect Personal Information

Where possible, personal information is collected directly from you with your consent at the time of your interaction with us. The Foundation collects your personal information from donation forms, fundraising event entry and booking forms, personal correspondence, electronic sign up through our website, or direct conversations between yourself and our employees and volunteers.

In the case of donations, some information may be collected by third-party banking intermediaries in order to process your donation (that information is then also subject to the privacy policy of those intermediaries).

In the case of fundraising events, some personal information may be collected from third party event service providers such as Trybooking. This information is then also subject to the privacy policy of those service providers.

6. How we hold Personal Information

The Foundation takes all reasonable steps to protect the personal information we hold from misuse, interference and loss, and from unauthorised access, modification and disclosure.

Most of your personal information is securely stored in our electronic supporter database with security safeguards. This is held by a third-party service provider. Any hard copies of your personal information are kept securely in lockable devices with 24 hour premises monitoring.

Access to personal information is limited to a small number of personnel on a need-to-know-basis and employees and volunteers are required to comply with our Privacy Policy.

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We destroy our records containing your personal information if we determine that we no longer need to keep them.

7. Purposes for which we collect, use and hold your Personal Information

The Foundation will collect, use and hold your personal information for the primary purposes for which it was collected or as set out below including:

- processing donations and sending receipts
- sending newsletters and updates about our supported programs and how your donations are making a difference to women and children in East Africa
- inviting you to fundraising events
- responding to your queries, comments or questions
- seeking your continued support

The Foundation will always treat your personal information as confidential.

8. Disclosing your Personal Information

The Foundation may disclose your personal information (where relevant) to:

- our employees, volunteers or our third party service providers for purposes necessary to our work.
- organisers or hosts who assist us with fundraising activities.

In each instance your personal information will be provided to the third party for a limited and defined purpose. We also take reasonable steps to ensure that these parties are bound by confidentiality obligations when handling your personal information.

The Foundation does not sell, rent or exchange your personal information with other charities or list brokers.

9. Online activity and social media

A “cookie” is a small piece of data that is stored on your computer’s hard drive when you visit our website. The Foundation uses cookies to understand how our website is used and to improve the content and service our website provides. This information is not linked to any

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personally identifiable details and is only stored temporarily. You can usually block, remove or control how cookies are used through your browser settings.

The Foundation may also engage with you through social media platforms such as Facebook, Twitter, Instagram or LinkedIn. You can control what content you receive using the settings of each platform.

10. Links to other websites

The Foundation's website may contain links to other internet websites. The Foundation neither controls nor endorses external sites and is not responsible for the content of such sites. This policy does not cover the privacy policies and data collection practices of non-Foundation websites.

11. How to opt out of correspondence

Where we use your personal information to send you communications via e-mail or our newsletter, we will provide you with an opportunity to opt out of receiving such communications. By electing not to opt out, we will assume we have your consent to send similar information and communications in the future. We will always ensure that our correspondence will contain an easy and clear means to opt out of further communications.

12. How you can access, update or correct your Personal Information

You may request to access the personal information we have collected or hold about you, or want us to correct or update that information, at any time. Please contact us by email at info@barbaramayfoundation.com

To protect your privacy and personal information, you are required to confirm your identity when you contact us by confirming some of the details we have on record for you, such as your current address, phone numbers, email address.

13. What should you do if you have a complaint about the handling of your personal information?

We value our donors and supporters and will do our best to address and resolve any privacy issues you have. You may contact us at any time if you have any questions or concerns about this Privacy Policy or about how your personal information has been handled by emailing our

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Company Secretary at nicole.shinfield@barbaramayfoundation.com or sending a written complaint to PO Box 2371, Bowral NSW 2576, Australia.

If you do not consider our response satisfactory, you may contact the Office of the Australian Information Commissioner.

14. Changes to this Privacy Policy

We may make changes to this policy from time to time without notice. Any changes will be reflected on this page. This policy was last updated in August 2023.