

Your privacy is important to the Dine for Life Foundation (**Dine for Life**). We are committed to ensuring the confidentiality and security of the personal information of our event attendees, donors, volunteers and other supporters.

This Privacy Policy outlines how we collect, use, disclose and protect your personal information. It also outlines how you can access and change your personal information, ask a question or make a complaint.

Dine for Life is not strictly required to comply with the *Privacy Act 1988* (Cth), however, we have chosen to do so as a matter of good practice.

1 Collecting personal information

1.1 What kind of personal information do we collect?

Personal information is information that identifies you as an individual or from which your identity can be reasonably identified.

The types of personal information that we collect will depend on the circumstances and may include for example, your name, address, email address, telephone and debit or credit card number. We may also collect other information of a personal nature that you disclose during communications with us, whether in person, over the telephone, via email or in writing.

Where we collect personal information from you about someone else (for example, other event attendees), you must have their consent to give us their personal information.

1.2 What is the purpose for collecting personal information?

We collect personal information for the purpose of organising our fundraising events and keeping you updated on the projects and programs that Dine for Life supports (if you have chosen to receive this information). This may include using your personal information to process ticket transactions, donations or any requests you may have, provide you with updates about a project that you have supported, comply with record keeping requirements or to verify your identity.

1.3 How do we collect personal information?

We collect personal information in a number of ways, including from you directly when you interact with us either in person, by mail, telephone, email or online.

If it is unreasonable or impracticable to collect your personal information directly from you, we may collect it from third parties. For example, we may collect your personal information from other organisations, who want to introduce us to potential volunteers.

If we receive personal information about you from someone else without having asked for it, we will only continue to hold it if it is personal information that we could have collected from you ourselves, in accordance with this Privacy Policy. If it is personal information which is not reasonably necessary for our activities, we will destroy or de-identify it.

2 Management, use and disclosure of personal information

We may hold your personal information in physical and electronic form at our office premises. We implement a range of measures to protect the security of that information. We are also required to take reasonable steps to destroy or de-identify information when no longer needed for any permitted purpose.

2.1 What do we use it for?

We collect personal information to:

- sell, manage and deliver invites and tickets to our fundraising events;
- inform event attendees about a fundraising event;
- raise awareness about our fundraising events (unless prohibited by law or you ask us not to);
- share updates on the projects and programs that Dine for Life supports (if you have chosen to receive this information);
- seek and process donations;
- contact you if you have expressed an interest in volunteering;
- deal with any enquiries or concerns; and
- otherwise manage our relationship with you.

We may not be able to do these things without your personal information. For example, we may not be able to issue receipts, contact you about a fundraising event that you are attending or communicate with you about a volunteer role without personal information such as your name and address.

Our tasks may be performed with the assistance of our staff, contractors and volunteers, and we may share personal information with them. We may also provide your personal information to service providers who assist us with auditing, accounting, legal, website or technology services.

We will not otherwise use, share, or sell your personal information to third parties unless we have informed you, have been authorised by you, or are required or authorised to do so by law.

2.2 Direct marketing

From time to time, we may contact you, for example, by letter, newsletter, telephone or email to provide you with information on upcoming fundraising events organised by Dine for Life, seek donations, marketing communications or other matters which you might reasonably expect to be contacted about. However, we will only do this if we are legally able to and if you have consented to this. You may exercise your right to opt out (remembering that opting out could stop us contacting you about any of our upcoming fundraising events). To opt-out, please contact us as set out below or use the opt-out option provided when you complete a form online (for example, to purchase a ticket to a fund raising event or make a donation).

3 Accessing and correcting your personal information

We are happy for you to contact us in order to access and correct any personal information about you that we hold (if it is reasonable and practicable to do so). Please provide us with as much detail as you can about the particular information you seek, in order to help us locate it. We will take steps to verify your identity before we give you access and may charge a reasonable fee for this service.

If anything is inaccurate or incorrect, please let us know.

We will provide you with our reasons if we deny any request for access to or correction of personal information. Where we decide not to make a requested correction to your personal information and you disagree, you may ask us to make a note of your requested correction with the information.

4 Visiting the Dine for Life website

If you are using our website, you will browse anonymously unless you have completed an online application form, as set out in this section.

For all visitors browsing our website, our server collects information such as the server your computer is logged on to, your browser type (for example, Internet Explorer, Chrome or Firefox), the time of visit, pages visited and your IP address. An IP address is a number that is assigned to your computer automatically and required for using the Internet. We may also derive the general geographic area associated with an IP address.

Information collected in this way is not capable of personally identifying you.

If you have provided us with personal information by completing a form online, and we have identified you, we may be able to link your identity to your previous anonymous browsing history and collect information about your possible future use of our websites, irrespective of how you access our sites (e.g. by clicking a link in an email).

5 Contacting us

We welcome any queries, requests, comments or concerns you may have regarding this Privacy Policy or our handling of your personal information. Please feel free to contact our Privacy Officer at info@dineforlife.com or by calling +61 8 9481 6919.

For information about privacy generally or if your concerns are not resolved to your satisfaction, you may contact the Office of the Australian Information Commissioner at www.oaic.gov.au or on 1300 363 992.

6 Updates

We may review and amend this Privacy Policy from time to time to address changes to laws and to reflect our current operations and practices.

Last updated: **March 2015**