



Privacy Policy v1.0

1. Introduction

1.1 We are committed to safeguarding the privacy of our users; in this policy we explain how we will treat your personal information.

2. Collecting personal information

- 2.1 (a) information that you provide to us
- (b) information that you provide when completing your profile on our website
- (c) information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters including your name and email address
- (d) information that you provide to us for publication on the internet
- (e) any other personal information that you choose to send to us
- (f) before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

3. Using your personal information

- 3.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.
- 3.2 We may use your personal information to:
 - (a) enable your use of the services available on our website
 - (b) send you non-marketing communications
 - (c) send you email notifications
 - (d) keep our website secure and prevent fraud
- 3.3 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

4. Disclosing personal information

- 4.1 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents or subcontractors insofar as reasonably necessary for the purposes set out in this policy.
- 4.2 We may disclose your personal information:
 - (a) to the extent that we are required to do so by law;

- (b) in connection with any ongoing or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights
- (d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

4.3 Except as provided in this policy, we will not provide your personal information to third parties.

5. Retaining personal information

5.1 This Section 5 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

5.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

5.3 Notwithstanding the other provisions of this Section 5, we will retain documents (including electronic documents) containing personal data:

- (a) to the extent that we are required to do so by law;
- (b) if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- (c) in order to establish, exercise or defend our legal rights

6. Security of your personal information

6.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

6.2 We will store all the personal information you provide on our secure (password and firewall protected) servers.

6.3 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

7. Amendments

7.1 We may update this policy from time to time by publishing a new version on our website.

7.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

7.3 We may notify you of changes to this policy by email

8. Your rights

8.1 You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:

(b) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a JP plus an original copy of a utility bill showing your current address).

8.2 You may instruct us at any time not to process your personal information.

8.3 In practice, you will usually expressly agree in advance to our use of your personal information.

9. Third party websites and cookies

9.1 Our website may include hyperlinks to, and details of, third party websites.

9.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

9.3 Our website does not use cookies

10. Updating information

10.1 Please let us know if the personal information that we hold about you needs to be corrected or updated either subject to the conditions of clause 8.1 or by providing your unique key, if we have supplied you with such. It is your responsibility to keep your unique key secure.

11. Our details

11.1 This website is owned and operated by Funding & Disclosure (Inc)

11.2 We are registered in Tasmania, Australia under registration number IA11577

11.3 You can contact us by email to contact@fundinganddisclosure.org.au