

## CURE 4 CYSTIC FIBROSIS FOUNDATION PRIVACY POLICY

Drafted by	Jenna Dikih	Approved by Board on	17/10/2023
Responsible Person	CEO	Scheduled review date	TBA
Version	3		

### Privacy Policy

#### 1. Introduction

##### 1.1 POLICY STATEMENT

The purpose of this policy is to provide Cure4CF a framework for collecting, retaining, using and disclosing information, and detail individual's rights in respect to personal information we hold about them.

#### 2. Scope

##### 2.1 WHO DOES THE POLICY APPLY TO?

This policy applies to all personal information collected by Cure4CF Foundation Limited (Cure4CF), and is relevant for all directors, staff, volunteers, contractors, donors, supporters, and members.

#### 3. Collecting Personal Information

Cure4CF collects personal information to help achieve its vision of finding a cure for cystic fibrosis.

##### 3.1 TYPE OF INFORMATION COLLECTED

Cure4CF will collect and securely store personal information. The types of personal information that Cure4CF collects from an individual will depend on their relationship with Cure4CF. Generally, such information may include (but is not limited to):

- Contact Details (ie name, address, telephone number, email)
- Date of birth
- Information about the individuals dealings with us
- Financial information (eg. Bank account details and credit card details), where an individual makes a donation to Cure4CF

Sometimes information Cure4CF collects may be sensitive information. Cure4CF will only collect sensitive information with the individual's consent.

### **3.2 HOW DOES CURE4CF COLLECT PERSONAL INFORMATION?**

Personal information is generally collected directly from you via electronic means, which could be via Cure4CF's website or its donation and sales platforms. We may also collect information when an individual:

- contacts us in person, by telephone or email,
- subscribes to newsletters or social media pages,
- donates or participates in fundraising activities,
- attends events we host or facilitate,
- responds to surveys
- sends grant funding applications to us

## **4. Using and Disclosing Personal Information**

### **4.1 HOW CURE4CF USES PERSONAL INFORMATION**

Cure4CF uses and discloses personal information for the primary purpose that it was collected, for related purposes that individuals would reasonably expect, and for other purposes required or authorised by law.

That is when personal information has been provided for a specific reason, for instance, to receive newsletter updates, it is used for that purpose.

By providing Cure4CF with personal information, the individual consents to Cure4CF using and disclosing their personal information for the following purposes:

- To respond to inquiries and requests for information
- To collect donations
- To review and support ongoing improvement of employees
- To undertake a review and analysis of how Cure4CF operates
- To undertake grant funding rounds and provide funding for research
- To undertake statistical reporting
- To respond to feedback and complaints
- To provide information individuals may reasonably expect to receive from Cure4CF, including information in relation to events, newsletters, and other marketing material Cure4CF believes may be of interest
- To undertake tasks to perform necessary administration, including audit, quality control, security, and system updates.

Individuals have the ability to opt out of receiving information relating to events, newsletters, and marketing material Cure4CF believes may be of interest. Please note opting out of receiving this information would not exclude Cure4CF from using personal information for other purposes listed above.

### **4.2 COOKIES AND GOOGLE ANALYTICS**

We may use Google Analytics and cookies to collect de-identified information about how people use our website. Google Analytics uses cookies to collect information about what web pages have been

visited, the length of time an individual spent on the site, and navigation pathways, for example search engine, a link, or an advertisement etc. This ultimately helps Cure4CF to deliver a better website and experience. This data (which is de-identified and does not contain any personal information) is transmitted to and stored by Google on servers, which may be located overseas.

#### **4.3 HOW CURE4CF DISCLOSES PERSONAL INFORMATION**

Cure4CF does not sell, trade, or rent individual's personal information for any purpose.

Cure4CF will not share personal information with third parties without permission unless it:

- Is required or authorised by law;
- Will prevent or lessen a serious and imminent threat to someone's life, health or safety;
- Will prevent or lessen a serious and imminent threat to public health or safety.

Cure4CF's service providers and payment platforms may process personal information overseas. These providers contractually agree that any personal information will remain subject to privacy protections provided by Australian law.

#### **5. Storage and Destruction of Personal Information**

Cure4CF stores personal information securely in locally stored password-protected hard drives, or cloud-based servers. In some cases, electronic records may be held on third-party servers. Any hardcopy personal information is stored in secure locked cabinets.

Cure4CF maintains systems and processes to protect the security of personal information from the risk of misuse, interference, loss, and unauthorized access, modification, or disclosure. This is enforced through physical, technical, and administrative controls.

Cure4CF destroys and/or de-identifies personal information in a secure manner when it is no longer required.

#### **6. Access and Correction of Personal Information**

Individuals have a right to access and correct any information Cure4CF holds about them. If you would like to access and/or make changes to your information, please email [info@cure4cf.org](mailto:info@cure4cf.org) with your request.

#### **7. Complaints**

Cure4CF chooses to comply with the *Privacy Act 1988 (Cth)* and Australian Privacy Principles. If you wish to make a complaint to Cure4CF about how your personal information has been handled, please submit this to [info@cure4cf.org](mailto:info@cure4cf.org). We will confirm receipt of your complaint and aim to investigate and respond within 30 days. If you are not satisfied with our response, you may ask for a review, or you can make a complaint to the Office of the Information Commissioner (see [www.oaic.gov.au](http://www.oaic.gov.au) for more information).

## 8. Policy Amendments

Cure4CF reserves the right to amend this standard at any time, without notice to you, to ensure that we maintain the highest standards. The most up-to-date policy will always be available on our website.

Cure4CF aims to comply with all relevant privacy obligations and requirements both in Australia and overseas. This policy is based on the *Privacy Act 1988 (Cth)* and *Australian Privacy Principles*.