

Privacy Policy

From 12 March 2014, the Australian Privacy Principles (APPs) replaced the National Privacy Principles and Information Privacy Principles, as contained in the Privacy Act (1988) ("Privacy Act"). The APPs apply to organisations and Australian Government (and Norfolk Island Government) agencies, and set out how an APP entity should collect, use, keep secure and disclose personal information. For more information on the Privacy Act please visit the Office of the Australian Information Commissioner's Privacy Fact Sheet.

This Privacy Policy sets out the manner in which The Marmalade Foundation Limited ('TMFL') collects, uses, discloses and manages personal information. By donating to TMFL, using our website, and subscribing to newsletters and email correspondence you are taken to have read and agreed to the collection, use, disclosure and handling of your personal information in accordance with this Privacy Policy.

We may modify this Privacy Policy at any time. You should review this Privacy Policy periodically so that you are updated on any changes. We welcome your comments and feedback.

Respecting information privacy

TMFL recognises the importance of protecting personal information.

'Sensitive information' is defined in the Privacy Act as including personal information about an individual's health information and information about ethnic origin and religious beliefs. TMFL does not collect any sensitive information as defined in the Privacy Act.

The Personal Information we collect about you

We may collect personal information about you including, but not limited to your name, address, phone number, email and credit card details.

We may also collect personal information about you including, but not limited to, data relating to your activities on our websites (including IP addresses) via tracking technologies such as cookies, web beacons and measurement software.

You acknowledge that the personal information we collect from you is your own information or information which you have been authorised to provide to us.

How we collect your personal information

TMFL collects information from a variety of sources including, but not limited to:

- donating to TMFL through our website (eg through online donation forms) or personnel (eg donation envelopes);
- subscribing to newsletters and email correspondence;
- contacting us or our service providers for any reason including, but not limited to, reporting a problem with our websites, requesting further information or seeking our assistance; or
- posting or contributing material on our website.

How we use your personal information

TMFL relies on financial support from the public to provide funding for our various activities. When you supply personal information, we use that information for the primary purpose of assisting you to make a donation to TMFL and continuing to support us.

If all or part of this information is not provided, we may not be able to provide these services.

Disclosing your personal information

TMFL does not disclose your personal information to third parties, except to the extent necessary to complete your donation. TMFL does not disclose personal information for the purpose of direct marketing, nor to sell any mailing list.

If any information is to be published, or released publicly, we will obtain the individual's consent prior to disclosure.

Storage of personal information

TMFL has implemented policies and procedures to safeguard the secure storage and processing of any personal information it collects. All information is kept secure at all times. Electronic data, kept on our computers, is backed up regularly, and has restricted access. Our physical files have appropriate fire and security protection.

Personal information submitted by TMFL's supporters and visitors to our website may be held on servers located outside Australia. When you provide us with your personal information, you consent to us storing your personal information outside of Australia for the purposes described above.

Security Policy

When donating to TMFL, your financial details are passed through a secure server using the appropriate encryption technology. If you have any questions regarding our security policy, please contact us.

Correction and access

TMFL will endeavour to take all reasonable steps to keep accurate and up to date any information which we hold about you. If, at any time, you discover that information held about you is incorrect or you would like to review and confirm the accuracy of your personal information, you can contact us.

You can also gain access to the personal information we hold about you, subject to certain exceptions provided for by law. To request access to your personal information, please contact us.

Complaints resolution

If at any time you have any concerns, complaints or questions in relation to your privacy or the operation of TMFL, please contact us at info@marmaladefoundation.org so that we may resolve your concerns.

We will consider your query and endeavour to respond to you promptly.

For more information about privacy issues in Australia and protecting your privacy, visit the Office of the Australian Information Commissioner's website.

Disclaimer

TMFL's website contains information, data, documents, pages and images relating (but not restricted) to our charity program. The information was prepared by TMFL and is protected by copyright. Whilst the information was prepared with all due care, we do not warrant or represent that the information is free from errors or omissions.

To the extent permitted by law, the information is made available on the understanding that TMFL and its directors, officers, employees, agents, contractors and content providers have no liability (including liability by reason of negligence) to the users for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, negligent act, omission or misrepresentation in the information or otherwise.

Links to other websites

This website may contain links to other websites. Links to those websites should not be construed as any endorsement, approval, recommendation or preference by TMFL of the owners or operators of the sites, or of any information, products or services referred to on those other sites unless specifically stated.

Unless otherwise stated, the linked websites are not under the control of TMFL and TMFL is not responsible for the contents of any linked website.

