

# Privacy Policy for Australian Cervical Cancer Foundation

This Privacy Policy is regulated by the *Privacy Act 1988* (Cth).

The Australian Cervical Foundation (ACCF) is a charitable organisation which aims to reduce female mortality from cervical cancer everywhere by raising awareness in the community. ACCF publicises its activities, informs the community about its work, responds to your comments or questions, administers and conducts fundraising to support its activities by seeking sponsorship, operating fundraising activities including, but not limited to, telemarketing, raffles and researching supporter attitudes.

This Privacy Policy applies to ACCF's activities such as Sign Up Sister, Pap Test SMS Service, fundraising, telemarketing, events, supporter management and any other awareness services. This Policy applies to the Australian Cervical Cancer Foundation (ACN 128 546 850), and to the contractors that provide the SMS service including but not limited to Openmarket Pty Ltd.

## What We Collect

We are the sole owner of the information collected on this website. We will not share or disclose this information to any other party, except as outlined in this policy and our terms and conditions. We collect information from you for the purpose of providing a SMS awareness and reminder service for pap tests and also raising funds, acknowledging support, expending those funds and projects to help prevent cervical cancer and administrative activities including maintaining supporter Pap Test and contact records.

The information we collect is limited to personal information which may include name, age, gender, contact details, reminder date, telephone number, areas of interest and payment information.

ACCF uses mailing lists to update and maintain information to contact the supporters. We use reputable telemarketers, mailing list companies, banking services and other suppliers who are also bound by the Privacy Act. The information on those mailing lists remains the property of the company from whom we obtain the list. We do not collect information about health, politics, religion, ethnicity or other information known as sensitive information. If we decide to collect any sensitive information we will expressly disclose to you when we ask for that information, why we request that information, and how that information may be used otherwise than anonymously.

## What We Do With the Information We Gather

We require this information to understand the community's needs and provide you with a better service, and in particular for the following reasons:

- The provision of services to you, for example the Pap Test SMS reminder.
- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products and other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise our website and services according to your interests.

- ACCF promises not to sell, share or provide information gathered through our site to third parties, other than as disclosed in this policy.

## **Confidentiality Obligations**

We agree that we will:

- (a) take all action reasonably necessary to maintain the confidentiality of your personal information;
- (b) not disclose your personal information to any person except as permitted under this policy; and
- (c) use or reproduce your personal information only for the purposes of our terms and conditions.

## **Permitted Disclosures**

We may disclose your personal information in the following circumstances:

- (a) to a third party who needs to know your personal information for the purposes of processing enquiries and subject to us taking reasonable steps to ensure that any such third party is fully aware of the confidential nature of your personal information;
- (b) where required to be disclosed by law
- (c) you have given consent to disclosure or use; or
- (d) as permitted by any other provision of this policy or trading terms and conditions.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic (such as storing information on servers using the Secure Socket Layout firewalls) and managerial procedures to safeguard and secure the information we collect online.

We take all reasonable steps to ensure that your information is properly protected from unauthorised access, disclosure and modification. However you should be aware that any personal confidential information submitted to our website is sent at your own risk as the world wide web is not a secure public network. We recommend that you carry out appropriate virus checks prior to downloading any files. We also cannot guarantee that any viruses detected, defects or delays detected on our website will be automatically corrected. As such, we accept no responsibility or liability for any interruption or delay in using our website.

We destroy information which is no longer required to be retained. We dispose of records, files, letters and payment records in a secure manner. Information is retained for up to 7 years as required by banking, raffle, taxation and other laws. Any paper records can be retained for this purpose in secure premises by ACCF or its suppliers.

## **How We Use Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web

application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to your customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Controlling Your Personal Information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you wish to stop receiving our special offers, newsletters, promotional materials and related news, please email us at [info@accf.org.au](mailto:info@accf.org.au) or call our privacy team on 07 3177 1099 with such instructions and we will cease communication with you in respect to the above mentioned methods of communication. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### **Links**

This website contains links to other site. Please be aware that we are not responsible for the privacy practices of these sites. We encourage you that when you leave our site that you read the privacy statements of each website that collects personally identifiable information.

### **Notification of Changes**

If you no longer receive information from us you can continue to view any policy changes at our website. This policy was last modified on 27 September 2012.

### **You can request details**

You are entitled to know what information about you we hold and to correct that information. We will give you access to the information we hold about you. We may ask you to pay for document retrieval if that is necessary.

### **How to request access**

To contact us you can write to Mr Joe Tooma

Privacy Officer, Australian Cervical Cancer Foundation Inc  
PO Box 1008, Fortitude Valley QLD 4006  
Email [info@accf.org.au](mailto:info@accf.org.au)  
Telephone 07 3177 1099