

Privacy policy

1. Introduction

The Fogarty Foundation and its related bodies corporate (we, our, us) recognise the importance of protecting the privacy and the rights of individuals in relation to their personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

2. Purpose

The purpose of this document is to provide a framework for the Fogarty Foundation in dealing with privacy considerations and should be read in conjunction with the Privacy Procedures.

3. Objective

The Fogarty Foundation aims to ensure that all members of the Board of Trustees (Trustees) and employees are aware of their obligations with respect of the collection, management and disclosure of all personal information.

4. Scope

This policy applies to the Board of Trustees of the Fogarty Foundation, and employees of the Fogarty Foundation.

5. Definition of personal information

When used in this privacy policy, the term “personal information” has the meaning given to it in the *Privacy Act 1988 (Cth)* (Act). In general terms, personal information is any information that can be used to personally identify an individual. This may include name, address, telephone number, email address and profession or occupation. If the information collected by the Fogarty Foundation personally identifies an individual or they are reasonably identifiable from it, the information will be considered personal information.

6. Policy

Fogarty Foundation collects and administers a range of personal information for the purposes of conducting its general business. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Fogarty Foundation recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in this Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Fogarty Foundation is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Fogarty Foundation will

- Collect only information which the organisation requires for its primary function;
- Make reasonable efforts to ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

7. Compliance with this policy

If any person or group believes that their privacy has been breached, please contact us using the contact information below and provide details of the incident so that we can investigate it.

Where appropriate, Fogarty Foundation endeavours to resolve complaints through conciliation. The focus is on using a process that is accessible, flexible and timely, and done in accordance with the principles of natural justice and procedural fairness. Our procedure for investigating and dealing with privacy breaches is outlined in the accompanying Privacy Procedures document.

Contacts

For questions about this policy, **Privacy Officer** on (08) 6316 1600 or info@fogartyfoundation.org.au

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