



Doc-ID PCS-002

## Privacy Collection Statement (Donations, Fundraising Activities & Sale of Merchandise)

This Privacy Collection Statement (Donations, Fundraising Activities & Sale of Merchandise) explains the circumstances in which personal information is collected from individuals with respect to donations, fundraising activities and sales of merchandise undertaken by Lung Foundation Australia.

### 1. Introduction

1.1 Lung Foundation Australia Limited ACN 160 505 671 ("the Lung Foundation") (in this Privacy Collection Statement also called "we", "us" and "our") is an Australian registered charity supporting research, providing education services, undertaking community awareness activities and advocacy around Australia in relation to lung health.

1.2 We respect the privacy of the personal information you may provide to us. The way in which we manage your personal information is governed by the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) established under the Privacy Act and the Lung Foundation Privacy Policy ( [www.lungfoundation.com.au/privacy-policy](http://www.lungfoundation.com.au/privacy-policy) ).

1.3 For the purposes of this Privacy Collection statement, "personal information" has the meaning given to it in the Privacy Act, being information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is true or not, and whether the information or opinion is recorded in a material form. Examples of personal information include an individual's name, address, telephone number and date of birth.

### 2. Collecting your personal information

2.1 We collect your personal information so that we may:

- (a) process financial transactions for Donations, Fundraising Activities and Sale of Merchandise;
- (b) provide you with a receipt and / or other supporting documentation (eg: invoice, ticket) that might be generated as a result of your donation, fundraising activity or merchandise sale with the Lung Foundation;
- (c) ship the merchandise that you purchased from the Lung Foundation to your correct address in a timely fashion;
- (d) communicate information about the activities, campaigns, programs, education courses and fundraising being undertaken by the Lung Foundation, either by a newsletter or other form of communication; and
- (e) take any other action related to the above or otherwise necessary to give effect to your donation, or fundraising activity on behalf of, or the sale of merchandise from, the Lung Foundation.

2.2 The kinds of personal information we collect from you include:

- (a) your name;



- (b) your address details, including shipping details;
- (c) your email address;
- (d) your telephone and / or mobile phone numbers;
- (e) where relevant, your employer details (if you are participating in a workplace giving program); and
- (f) your payment details. This could include your credit card details if you wish to use your credit card to make the payment. Please be advised that information about credit card details is not kept by the Lung Foundation after the payment has been processed.

2.3 Wherever possible, we will collect your personal information directly from you - for example, when you complete a Lung Foundation Australia Order form or provide us with your details over the phone, via an email or via the Lung Foundation website.

### 3. **What happens if we don't collect your personal information?**

3.1 If we do not collect your personal information or you only provide some of the personal information we request, then the Lung Foundation:

- (a) may not be able to provide you with a receipt and / or other supporting documentation that might be generated as a result of your donation or fundraising activity transaction with the Lung Foundation;
- (b) may not be able to ship the merchandise that you have purchased to your correct address;
- (c) may not be able to contact you at the time of your transaction if questions arise as to the treatment of the transaction, which may mean that the transaction is not completed or that the transaction is processed in a manner that is different to your intentions or that any prize that might accrue to you as a result of your participation in a fundraising activity is not able to be sent to; and
- (d) may not be able to communicate information about the activities, campaigns, programs, education courses and fundraising being undertaken by the Lung Foundation, either by a newsletter or other form of communication.

### 4. **Disclosing your personal information**

4.1 In providing our services and carrying out our functions and activities listed above, we may disclose your personal information to:

- (a) our employees; and
- (b) any third party that the Lung Foundation is required by law to disclose personal information.

4.2 To help the Lung Foundation to reach more generous supporters like you, occasionally the Lung Foundation may collaborate with other like-minded charitable organisations on mailings with information that we believe may be of interest to you. These like-minded charitable organisations usually allow us to do the same, and by collaborating like this we can reach more people with vital charitable information.



## 5. **Disclosing personal information overseas**

5.1 Your personal information that you provide to the Lung Foundation as part of the process of making a donation or participating in a fundraising activity undertaken by or on behalf of the Lung Foundation will not be disclosed to an overseas party.

## 6. **Accessing and correcting your personal information**

6.1 The Lung Foundation Privacy Policy ([www.lungfoundation.com.au/privacy-policy](http://www.lungfoundation.com.au/privacy-policy)) provides further detail on how we manage your personal information, including how you can:

- (a) request access to, or seek correction of, the personal information we hold about you; and
- (b) lodge a complaint relating to a breach of the APPs and how we will deal with such a complaint.

## 7. **Our contact details**

7.1 If you wish to contact us regarding our handling of your personal information or any of the matters covered in this Privacy Collection Statement, please contact our Director of Operations at:

- (a) Telephone – 61 7 3251 3600
- (b) Email – [finance@lungfoundation.com.au](mailto:finance@lungfoundation.com.au)
- (c) Online – [www.lungfoundation.com.au/privacy-policy](http://www.lungfoundation.com.au/privacy-policy)
- (d) By post – Lung Foundation Australia, PO Box 1949, Milton, QLD 4064

7.2 Alternatively you may contact the general enquiries line on 1800 654 301 (for enquiries within Australia) or +61 7 3251 3600 or lodge an enquiry by emailing [enquiries@lungfoundation.com.au](mailto:enquiries@lungfoundation.com.au).

## 8. **Your Acknowledgement and Consent**

8.1 By continuing to correspond or interact with us or by providing us with your personal information, you are taken to have read and understood this privacy collection statement and you have consented to us managing your personal information as described in this privacy collection statement and our privacy policy.