



Doc-ID PCS-004

Privacy Collection Statement (Public Relations, Media & Newsletters)

This Privacy Collection Statement (Public Relations, Media and Newsletters) explains the circumstances in which personal information is collected from individuals with respect to public relations, media and newsletter activities 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).
- 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 can:
 - (a) include you in our database from which our mailing list for the distribution of our quarterly newsletter is sourced;
 - (b) ensure that you are included in the distribution list for media releases and public notices that might be applicable to your circumstances;
 - (c) identify appropriate personal stories for media, promotion, campaigns or public health initiatives;
 - (d) ensure that you are kept up to date with what is happening at the Lung Foundation through available modes of communication;
 - (e) provide you with information about clinical trials or data registries that you might be interested in participating, depending on your particular circumstances;
 - (f) 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



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- (g) take any other action related to the above or otherwise necessary to give effect to ensuring that you are kept up to date with what is happening at the Lung Foundation.

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

- (a) your name;
- (b) your address details;
- (c) your email address;
- (d) your telephone and / or mobile phone numbers;
- (e) your social media details;
- (f) your details of your personal history for use in promotional activities;
- (g) your disease type (if applicable);
- (h) your employer details (where relevant); and
- (i) the name of your organization and your position title (if applicable).

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

2.4 We will not otherwise collect sensitive information from you, such as your medical information, unless we have your consent to do so and the collection of such information is reasonably necessary for our functions and activities.

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 utilize your experiences to assist the Lung Foundation to promote the importance of good lung health;
- (b) may not be able to keep you up to date with what is happening at the Lung Foundation through available means of communication; and
- (c) 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;



- (b) an appropriate third party for promotional or media purposes (once permission has been received from you to allow us to do so); and
 - (c) 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 with respect to public relations, media or newsletter activities being undertaken by or on behalf of the Lung Foundation will not be directly disclosed to an overseas party.
- 5.2 If your story is utilized by the Lung Foundation for mass media or promotional purposes, there may be some interest from an overseas party due to the broad distribution of these materials (e.g. Lung Foundation website, social media, or other broad cast mechanisms). Wherever possible, your permission will be sought prior to this occurring.
- 6. **Accessing and correcting your personal information**
- 6.1 The Lung Foundation Privacy Policy (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
 - (c) Online – 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.



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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.