



Doc-ID PCS-005

Privacy Collection Statement (Sale of Used Portable Oxygen Equipment)

This Privacy Collection Statement (Sale of Used Portable Oxygen Equipment) explains the circumstances in which personal information is collected from individuals with respect to the facilitation provided by Lung Foundation Australia for the sale of used portable oxygen equipment.

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) facilitate the sale of the used portable oxygen equipment that you are looking to sell, by uploading the information provided to the Lung Foundation by you onto a website portal and directing potential buyers of used portable oxygen equipment to the website portal;
 - (b) communicate with you after a pre-defined time period to determine whether you still require for your details and the details of the used portable oxygen equipment that you wish to sell to be displayed on the website portal; and
 - (c) take any other action related to the above or otherwise necessary to give effect to your request.
- 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; and



- (e) the details of the used portable oxygen equipment that you wish to sell via the website portal provided by the Lung Foundation.
- 2.3 Wherever possible, we will collect your personal information directly from you - for example, when you complete a Vendor Information 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 include your information on the website portal set up the Lung Foundation to facilitate the sale of used portable oxygen equipment; and
 - (b) may not be able to direct potential buyers of your used portable oxygen equipment to the website portal to view your details.
- 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) any potential buyer of used portable oxygen equipment in Australia; 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 as part of the process of being listed on the website portal provided by the Lung Foundation to facilitate the sale of your used portable oxygen equipment will not be disclosed directly to an overseas party.
- 5.2 Your personal information maybe disclosed indirectly to an overseas party due to the fact that the website portal will able to be accessed by any party, who wishes to access the website portal, whether they are based in Australia or overseas.
- 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



LUNG FOUNDATION

AUSTRALIA

"When you can't breathe... nothing else matters"[™]

- (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.

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.