



THE GEORGE FOUNDATION
for International Health

PRIVACY POLICY

INTRODUCTION

The George Foundation for International Health (GF) is committed to ensuring the privacy and confidentiality of your personal information. GF complies with the Commonwealth Privacy Act and other relevant state laws in relation to the management of personal information.

The GF Privacy Policy explains in general terms how GF protects the privacy of your personal information. The principles set out in this policy will apply to personal information you provide to us (including via our website) and to personal information we collect about you under any other agreement or arrangement.

This policy does not apply to the GF employee records.

HOW GF COLLECTS AND HANDLES YOUR PERSONAL INFORMATION

We generally collect your personal information directly from you. For example, we may collect personal information about you when we deal with you over the phone or when you have contact with us in person or over the Internet.

If we collect information about you from a third party, we will take reasonable steps to contact you and ensure that you are aware of the purposes for which we are collecting your personal information as well as advising you of other persons or organisations to which we might give your personal information.

Generally the kinds of personal information we collect about you may include your name, address, telephone numbers, e-mail address, research areas of interest, event attendance and payment (including credit card). The more specific information we collect and store includes your donation history and activities in which you have participated or indicated interest.

We use this information to enable us to send you newsletters and bulletins as well as information about research, education and fundraising events and activities. We may use your information to contact you to seek financial support for health research conducted at The George Institute (GI).

We will only collect personal information necessary to conduct our business activities.

We will not directly disclose your personal details to a third party except in cases where names and addresses will be provided to external contractors who assist with mailing our newsletters and sending other information on our activities to you. On such occasions contractors who have access to personally identifiable information are required to protect this information in a manner that is consistent with this Privacy Policy by, for example, not using the information for any purpose other than to carry out the services they are performing for GF.

SECURITY OF YOUR PERSONAL INFORMATION

We take all reasonable steps to ensure that security of the personal information we hold from unauthorised access, modification or disclosure. We maintain physical security over our paper and electronic data stores and premises, such as locks and security systems.

Your personal information may be stored in hardcopy documents or as electronic data in the GF's software or systems. We maintain computer and network security; for example, we use firewalls (security measures for the Internet) and other security systems such as user identifiers and passwords to control access to our computer systems. Paper records are stored in locked filing cabinets in secure areas.

ANONYMITY

Where lawful and practicable, you will be given the option to deal with us without identifying yourself (eg. When inquiring about the activities that the GI/GF undertakes).

Individuals should be aware that contact details are required in order for GF to issue a tax-deductible receipt.

While we seek to recognise the contributions of our donors and supporters in our publications, individuals wishing to remain anonymous in our publications and at other public forums should advise this in writing to the Executive Director of GF.

GAINING ACCESS TO INFORMATION WE HOLD ABOUT YOU

We will, on request, provide you with information we hold about you, unless there is an exception which applies under relevant privacy laws. Access can only be denied in certain circumstances.

Unless there is an exception which applies under privacy laws we will provide you with a photocopy and/or printout of information held within 14 days. No charge will be made for this service.

KEEPING YOUR PERSONAL INFORMATION UP-TO-DATE

We take reasonable steps to ensure that your personal information is accurate, complete and up-to-date whenever we collect or use it.

If you find that the personal information is inaccurate, incomplete and out-of-date, please contact us immediately and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be amended from time to time. You can access the most up to date copy by visiting the GF web page.

ADDRESSING YOUR CONCERNS

If you have a query on how your personal information is collected or used, or any other query relating to this Privacy Policy, please contact :

The Executive Director
The George Foundation for International Health
P O Box M201
Missenden Road
NSW 2050
Tel : 02 9993 4511
Fax: 02 9993 4588
Email: foundation@thegeorgeinstitute.org

We will respond to your query or concern as soon as possible and will try to resolve any complaint within 10 working days. If this is not possible, we will contact you within that time to let you know how long we estimate it will take to resolve your concern.
