

Sydney Adventist Hospital Foundation Website Privacy Policy

Sydney Adventist Hospital Foundation ABN 73 479 353 649 (Foundation) is committed to protecting the privacy of individuals.

The protection of personal information in the private sector is required by the Privacy Act 1988 as amended by Privacy Amendment (Private Sector) Act 2000 (Act). All employees, volunteers and officers of the Foundation are expected to comply with the Act and the Foundation's policies and procedures concerning the protection of personal information.

This policy applies to the **Sydney Adventist Hospital Foundation** website pages at www.sah.org.au (The Website). It explains our practises with regards to collection and processing of any personal information (that is, information from which an individual's identity is apparent or can be reasonably ascertained) that may be collected as a result of your use of The Website.

This policy is based on the following principles;

- Privacy of personal information is of paramount importance to the Foundation.
- Your personal information will not be shared other than in accordance with this policy, with your permission or in accordance with the Act.
- We will only use your personal information for the purpose for which it was provided.

What information do we collect?

The Website allows you to contact certain individuals within the Foundation by sending them an Email for the purposes of;

- Subscribing or unsubscribing to our mailing list to receive newsletters and other information.
- Making donations to the Foundation
- Requesting general information from the Foundation
- Making a general enquiry about the Foundation's various functions and fundraising events.

By sending such Emails, you are providing us with certain personal information, which may include your name, address and any other details you include in the Email. We collect this information solely for the purpose of dealing with your request. We may not be able to deal with your request without this information. We do not collect any other personal information via The Website.

What do we use personal information for?

Any personal details that you provide to us will be used solely for the purpose of dealing with your request, enquiry or donation. With regard to all other enquiries, your details will only be accessible and used by personnel dealing directly with your request or donation.

The Foundation will not use or disclose any personal information that you provide to use for the purposes of direct marketing or any similar purposes.

Disclosing personal information

We may share personal information with volunteers who may be performing services for the Foundation, eg folding and posting donation receipts. All volunteers are required by the Foundation to comply with these principles. The Foundation will only make such disclosures to achieve the purpose for which the information was provided. Otherwise, the Foundation's policy is not to disclose any personal information to any third party, except with consent or where we are required by law to do so.

Retention and disposal of information

The Foundation will only keep personal information required for the purpose for which it was collected. The Foundation will dispose of such information when it has no further need to use it or it is required by law to do so.

Email security

In line with our policy on Email security, any Emails that you send will be automatically scanned by Sydney Adventist Hospital Information Services, which could result in certain attachments and styles of message being automatically blocked. Our IS administrators may have access to your Emails in order to authorise the content. This is done purely for IS security purposes and our IS administrators will not access the contents of your Emails once the process is complete.

Security of information

You should be aware that the Internet is not a secure environment. However, the Foundation takes all reasonable efforts to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information. Such personnel have agreed to ensure confidentiality of this information and are required to comply with this policy.

Accessing and updating personal information

Where your personal details have been provided, please let us know if your details change and the Foundation will make very effort to keep any personal information up-to-date and accurate. You can access your personal information and notify us of any change, modification or correction by contacting the Privacy Manager at foundation@sah.org.au or phone 02 9487 9405.

Other Websites linked to the Sydney Adventist Hospital Website

This Website may contain links to other websites. The Foundation is not related to any organisation whose website may be linked to the Hospital's Website. To this extent, if you disclose your personal information to other organisations that may be linked to our Website, different rules may apply to their collection, use or disclosure of your personal information and we are not responsible for their use or disclosure. You should review the privacy policies on those websites before disclosing your personal information.

Credit Card donations

All credit card transactions are protected by using 128-bit SSL encryption.

Refund Policy

Once a donation has been processed the Foundation cannot refund a donation unless a written application is received.

Complaints and further information

If you have a complaint or require further information about how the Foundation handles personal information or any privacy issues please contact the Privacy Manager at foundation@sah.org.au or phone 02 9487 9405.

Foundation Contact Details

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