



Pyrmont Cares Inc.
Recycling furniture and whitegoods to those who need them most in the inner city
Ph: 0452 537 998 | Email: mail@pyrmontcares.org.au | www.pyrmontcares.org.au
Post: PO Box 240 Pyrmont NSW 2009

PYRMONT CARES INC - PRIVACY POLICY

Pyrmont Cares Inc. is an Incorporated Association in NSW Australia - Reg. No. INC 9882074

ABN: 51966266798

Charitable Fundraising Number CFN/22448

Mailing address: PO Box 240, Pyrmont, NSW 2009, Australia

Website: <https://www.pyrmontcares.org.au/>

Email contact information is at: <https://www.pyrmontcares.org.au/contact>

OVERVIEW

Pyrmont Cares Inc is committed to providing quality services to the needy people of Sydney, and this policy outlines our ongoing obligations to stakeholders in respect of how we manage their Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act of 1988 (the Privacy Act). These govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au

WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information that can be used to identify an individual or organisation. Personal Information can include names, addresses, email addresses, telephone numbers and emergency contacts.

Personal Information can be obtained in many ways including interviews, correspondence, telephone, email, via our website, from other websites, from media and publications, from other publicly available sources and from third parties.

We collect Personal Information for the primary purpose of providing our services to the needy people of Sydney, coordinating our operations with our volunteers and transacting with those who supply goods to us. You may unsubscribe from our mailing/marketing lists at any time by contacting us by writing or email.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information, how we plan to use it and how long we will keep it.

SENSITIVE INFORMATION

Sensitive information (defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information) is not ordinarily collected by us. However, volunteers whom we authorise to drive our vehicles may be required to provide some sensitive information for purposes of insurance and licensing.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained; and/or
- With your consent; and/or
- Where required or authorised by law.

It will be deleted when no longer required.

THIRD PARTIES

Where reasonable and practicable to do so, we will collect Personal Information only from the person or organisation to whom it relates. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

We collect and securely store personal information (name and contact details) to maintain contact with our members and supporters, and to coordinate the collection and delivery of furniture and goods. The information is kept for:

- Members and supporters of our organization. This information is manually deleted within 30 days of receiving advice that membership or supporter status is to be discontinued.
- People who donate furniture or other goods to us. This information is automatically deleted after 45 days, except that email address is kept for up to 12 months for the purpose of sending out end of year thank-you emails.
- People who receive furniture or other goods from us. This information is automatically deleted after a year.
- Charity case workers who coordinate with us to deliver goods to the needy. This information is automatically deleted after a year.

Personal information is never sold or given to other organisations.

ACCESS TO YOUR PERSONAL INFORMATION

You may obtain a copy of the Personal Information which we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to obtain a copy of your Personal Information, please contact us in writing or by email.

Pyrmont Cares Inc will not charge any fee for providing a copy of your Personal Information.

In order to protect your Personal Information we will require identification from you before releasing the requested data.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

WEBSITE COOKIES

We have no policy related to website cookies because none of our web pages use them.

POLICY UPDATES

This Policy may change from time to time and is available on our website at <https://pyrmontcares.org.au/privacy>.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact us by using the information shown at the beginning of this policy.