

PRIVACY POLICY FOR OUR SUPPORTERS

JANUARY 2016

The Harding Miller Education Foundation is committed to protecting the privacy and confidentiality of our students, families, supporters and other stakeholders. At the Foundation, we support and are bound by the [Australian Privacy Principles](#) under the [Privacy Act 1988](#). Our Privacy Policy contains information about how we collect and handle personal information. The policies also contain information on what to do if you have questions, concerns, or complaints.

How we collect and use information

We only collect personal information from our supporters that is necessary for our work and helps us engage with you. We use your information to manage your support, process your donation and to respond to your comments and questions.

The main way collect personal information about you is when you give it to us, for example, when you complete a volunteer application form or a donation form. We may also collect personal information from other sources, for example by obtaining details for

potential future supports from like-minded organisations or other third-party suppliers. At all times it is your choice on how much information you would like to provide in your support of The Harding Miller Education Foundation, and you can change and access these details at any time. Please be aware though that if you do not provide all the information that we request, we may not be able to manage your support, process your donation or respond to your queries.

How we hold support information

The Harding Miller Education Foundation takes the security and confidentiality of your personal details very seriously. We actively seek to ensure that all personal information we collect is protected from misuse, interference, and loss, and from unauthorised access, modification or disclosure.

Disclosure of support information

Personal information is sometimes supplied to, or collected by, contractors who perform tasks on our behalf (for example research agencies, tele-service bureaus and mailing houses).

In limited circumstances we may need to disclose information to contractors based in a country other than Australia in order to process the data that we collect. We have controls in place to ensure the security of our data whether it be stored domestically or internationally.

Occasionally we may share your contact details with other charitable organisations who may contact you with information that might be of interest to you. Those organisations allow us to do the same and this way we can reach more people with information about The Harding Miller Education Foundation.

Where personal information is held that is no longer needed, we will take reasonable steps to ensure the information is destroyed or de-identified.

Accessing or correcting your information

We will always endeavour to ensure that the information collected is accurate. You can update or correct the information we have collected or let us know your preferences for how we communicate with you by calling 1300 103 896 or emailing info@hardingmiller.org.au.

Lodging a query or complaint

If you have a query or complaint about how we manage your personal information or would like to know more, please call us on 1300 103 896 or email info@hardingmiller.org.au.

If you make a complaint, The Harding Miller Education Foundation will acknowledge that your complaint has been received, provide you with our contact details and give you an estimate of when we can provide a response to your complaint.