

This and the following four pages are the

PRIVACY POLICY OF
KIRK FAMILY FOUNDATION

Australian Charities and Not-for-profits Commission Act 2012 (Cth)
Discretionary Investment Trust

Dated 11 October 2023

Privacy Policy

1. Policy Statement

Kirk Family Foundation (ABN: 37 312 833 121) (“**the Foundation**”) acknowledges the importance of privacy to its donors, members, staff and other individuals that the Foundation has dealings with. The Foundation is committed to complying with the *Privacy Act 1988* (Cth) (**the Act**) for the protection of personal information that the Foundation may obtain.

In accordance with the Act and in this privacy policy, personal information means any information or opinion about an identified, or reasonably identifiable, individual:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

This privacy policy explains how the Foundation deals with or handles your personal information. The information contained in this privacy policy is subject to the Act and any other relevant laws enacted and in force from time to time.

Further, please be aware that the Foundation may update this privacy policy from time to time.

2. Collection of Personal Information

The types of personal information the Foundation may collect include:

- Your name;
- Your home or other address(es);
- Your email address(es);
- Your telephone number(s);
- Your identification details;
- credit card information, bank account details or any other financial details;
- information about your interests, opinions and preferences in connection with the Foundation’s charity activities;
- records of your interactions with the Foundation in connection with the Foundation’s charity activities;
- other information you provide to the Foundation; and
- any other personal information that may be required in order to facilitate the Foundation’s dealings with you.

The Foundation may be required to collect personal information pursuant to obligations arising in legislation including but not limited to the *Fair Work Act 2009* (Cth) and *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

The Foundation collects the aforementioned types of personal information in various ways, including but not limited to:

- directly from you, such as via telephone, email or submissions;
- from your donation form details;
- from your financial institute when you make a payment;
- from your interaction with the Foundation's website and social media;
- from records of communications and activity;
- from your application or acceptance of donation;
- from public sources; and
- from third parties in connection with the Foundation's charity activity.

3. What the Foundation Does with Personal Information

The Foundation collects, stores, uses and discloses personal information for various purposes including but not limited to the following:

- to operate the Foundation's charity activity;
- to respond to your enquiries and requests;
- for recruitment and internal management of the Foundation's matters;
- for identification;
- to interact with third-parties in connection with the Foundation's charity activity;
- where you give consent to the Foundation for the use or disclosure of your personal information;
- for purposes of record-keeping, research, planning, service development, security and compliance with laws;
- to the extent that the Foundation is authorised by law to do so, and to defend and exercise its legal rights;
- to perform functions and activities relating to the Foundation's charity purposes; and
- to provide you with information about the Foundation. You can notify the Foundation if you do not wish to receive such information at kirkfamilyfoundation@gmail.com.

You have the option to engage with the Foundation anonymously. For example, you do not need to provide the Foundation with your personal information when making a general enquiry. However, if you choose to interact with the Foundation anonymously, the Foundation may not be able to provide services to you, answer your queries, or contact you.

The Foundation may also use your information for direct marketing. The Foundation uses your information to promote the charity activities and other services in connection with the Foundation's charitable purposes. These marketing materials may be sent to you by email, post, phone or SMS. You will have an opportunity to opt out of receiving future marketing materials at any time. You can notify the Foundation at any time if you do not wish to receive such information by email to kirkfamilyfoundation@gmail.com.

4. Who the Foundation Shares Personal Information with

The Foundation may share your personal information with other individuals or organisations such as:

- the Foundation's employees, contractors and volunteers;
- third party service providers such as organisations that assist the Foundation by providing consulting, website operation, professional service and electronic payment service;
- the Foundation's and your representatives;
- professional advisors such as lawyers and accountants; and
- government authorities and courts.

Some of the third parties that the Foundation shares personal information with may be in countries other than Australia. For example, some third-party service providers in connection with the Foundations' charity services such as Google and Microsoft may store the data in numerous locations overseas. At this stage, the Foundation does not use any third-party payment system to handle or deal with payments outside the Foundation's bank, the Commonwealth Bank of Australia. In the event that the use of any other third-party payment systems becomes necessary, the Foundation will update this privacy policy as soon as a third-party payment system is adopted.

The Foundation will not send your personal information to any personal located outside Australia unless it is authorised by law and the Foundation is satisfied that the recipient of the personal information has an adequate data protection policy in accordance with the Act.

5. The Foundation's Website

The Foundation and the third-party service providers in connection with the Foundation's charity purpose use various technologies such as clickstream, cookies and digital email service.

Clickstream data Collection

The website's server automatically logs and collects clickstream data for statistical and system administration purposes. The types of data collected include:

- the domain name;
- the IP addresses;
- The type of browser;
- aggregate information in relation to the date and time when the Foundation's website is accessed;
- aggregate information in relation to operating systems; and
- aggregate information in relation to what page is accessed.

Cookies

The Foundation's website uses cookies to enhance the overall user experience relating to the Foundation's charity purposes.

The Foundation may use session cookies, and other similar technologies to recognise your device and provide personalisation, as well as to help the Foundation understand where the Foundation's visitors are going and how much time they spend there.

If your device or browser does not allow the Foundation's website to use cookies, you may not be able to access or use all features on the Foundation's website.

Third party services

The Foundation's website may use Google services such as Google Analytics. For more information about how Google collects and processes data, please refer to Google's privacy policy.

6. Security

The Foundation has implemented a number of measures to protect the security and integrity of your personal information in physical and digital form. The measures the Foundation uses include encryption of data, installation of a firewall, premises security, access controls, and backups. The Foundation stores personal information with the assistance of third-party service providers.

The Foundation will destroy or de-identify your personal information once it is no longer needed, not contained in a Commonwealth record and not required to be kept by law.

7. Access to and Correction of Your Information

If you wish to request access to your personal information for the purpose of updating, deleting or correcting your personal information, please contact the Foundation at kirkfamilyfoundation@gmail.com or via the Foundation's website "[Enquiry Form](#)". Someone will contact you within a reasonable period after the request is made.

In some circumstances, the Foundation may not be authorised by the Act to provide you with access to personal information. Where a request for access to personal information is received which the Foundation is required by the Act or by law to refuse, the Foundation will provide you with the reason(s) for such refusal.

8. Queries and Complaints

If you have any queries in relation to privacy, your personal information or complaint, please do not hesitate to contact the Foundation via the methods as set out below:

Email: kirkfamilyfoundation@gmail.com

Address: PO Box 730, Queanbeyan NSW 2620

Website: "[Enquiry Form](#)".

If you make a complaint, the Foundation may request additional information, documents or evidence from you and may need to engage or consult with professional opinion in order to deal with your complaint. The Foundation will keep records of your request and respond to you in relation to your complaint within a reasonable period after the request is made.

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