

ROTARY CLUB OF UPPER NORTHERN BEACHES INC

Inc. No. Y1464328

Authority to Fundraise No. CFN13796

ABN 54 599 564 250

PRIVACY POLICY

Updated: 22 October 2021

At Upper Northern Beaches Rotary Club, we are committed to protecting your privacy. In this Privacy Policy references to "we", "our" and "us" refer to Upper Northern Beaches Rotary Club.

This Privacy Policy explains how we collect, use, and disclose information processed through this website, and our online services (the "Services").

This document sets out our privacy policy and describes why and how we collect, use and disclose personal information which you choose to provide to us on our website, as well as how to access, modify, or delete your personal information. This policy doesn't apply to anyone who, or anything that, isn't under our control or management, such as the operators of other websites that you might link to from our website. Such operators or websites may have their own privacy policies, which might differ from ours.

How Will We Collect Personal Information?

You are under no obligation to disclose any personal information to us at any time. We collect information you provide directly to us. For example, whenever you participate in any interactive features of the Services such as filling out a form, requesting customer support, sending us an email or calling us. In the process you may be asked to give your name, email address, mailing address and any other information you choose to provide for the purpose of these Services. We or a designated third party may collect payment and credit card information when you subscribe to or purchase our Services.

Information We Collect Automatically When You Use Our Services

When you access or use our Services, we may automatically collect information about you, including:

- **Log Information:** We may log information about your use of the Services, including the type of browser you use, access times, pages viewed, your IP address, your general location and the page you visited before navigating to our Services.
- **Device Information:** We may collect information about the computer or mobile device you use to access our Services, including the hardware model, operating system and version.

Use of Tracking Technologies

We use Google Analytics to track how visitors interact with our website, analyse where traffic is generated from and collect information related to general site engagement.

Third party advertising and social media websites

On websites where you engage with social share buttons (eg: Facebook Like Button or the share content buttons), the services that manage the social platform you get directed to may use cookies or other tracking mechanisms. Upper Northern Beaches Rotary Club is not affiliated with any of these services and all legalities surrounding the use of such mechanisms are thus under the policies set by the social media platforms.

How Do We Use Personal Information?

We may use information about you for various purposes, including to:

- Provide, maintain, customise and improve our Services;
- Provide and deliver the products and services you request, process transactions and send you related information, including confirmations and invoices;
- Send you technical notices, updates, security alerts and support and administrative messages;
- Respond to your comments, questions and requests and provide customer service;
- Communicate with you about products, services, offers, promotions and events offered by Upper Northern Beaches Rotary Club and others;
- Provide news and information we think will be of interest to you;
- Monitor and analyse trends, usage and activities in connection with our Services; and
- Carry out any other purpose for which the information was collected.

You may receive automatically-generated emails from Upper Northern Beaches Rotary Club that are triggered when you perform certain tasks such as registering for an event, volunteering for a task or subscribing to a bulletin.

You may also receive emails from other club members. Upper Northern Beaches Rotary Club does not control the frequency or content of member-generated emails. You have the option to unsubscribe from receiving these emails by sending an email to the sender with the subject line "Unsubscribe".

How Is Your Personal Information Protected?

Upper Northern Beaches Rotary Club is committed to protecting your personal information and has policies and procedures to ensure our compliance with this Privacy Policy and with applicable laws.

We also understand your concerns about online security and take reasonable measures to help protect information about you from loss, theft, misuse and unauthorised access, disclosure, alteration and destruction.

How Do We Disclose or Share Your Information?

When you voluntarily provide Upper Northern Beaches Rotary Club with personally identifiable information online, that information is kept within the Upper Northern Beaches Rotary Club and will not be sold, rented or otherwise traded to any third party.

We may share your information as follows or as otherwise described in this Privacy Policy:

- With vendors, consultants and other service providers who need access to such information to carry out work on our behalf;
- In response to a request for information if we believe disclosure is in accordance with any applicable law, rule or regulation;
- If we believe your actions are inconsistent with the spirit or language of our user agreements or policies or to protect the rights, property and safety of Upper Northern Beaches Rotary Club or others;
- With your consent or at your direction.

We may also share aggregated or de-identified information, which cannot reasonably be used to identify you.

Data Retention

We will retain your personal information only for as long as it is needed to provide our Services and this depends on the purposes for which we use it, unless applicable law requires we either dispose of it or keep it longer. We may also continue to store your personal information to allow us to resolve disputes, enforce our agreements, comply with legal obligations and/or for other legally permissible purposes consistent with this Privacy Policy.

How to View, Update or Delete Your Personal Information

You may, at any time, view, update and request to permanently delete any of your personal information by contacting Upper Northern Beaches Rotary Club at secretary@rotaryuppernorthernbeaches.org.

Upon request, Upper Northern Beaches Rotary Club will provide you with information about whether we hold any of your personal information. If you provide us with your personal information, you have the following rights:

- To review the personal information we have stored;
- To request that we correct any errors, outdated information, or omissions;

- To unsubscribe from being contacted by us; and
- To have your information permanently deleted.

We will respond to your request within a reasonable timeframe and notify you of the action we have taken.

Questions Regarding This Privacy Policy

If you have any questions please contact The Rotary Club of Upper Northern Beaches Inc, PO Box 321, Mona Vale NSW 1660 Australia or email us at secretary@rotaryuppernorthernbeaches.org.

Changes To This Privacy Policy

We may change this Privacy Policy from time to time. If we make changes, we will notify you by revising the date at the top of the policy and, in some cases, we may provide you with additional notice, such as adding a statement to our home page or sending an email. We encourage you to review the Privacy Policy whenever you access the Services or otherwise interact with us to stay informed about our information practices.

Note On Jurisdiction

The Rotary Club of Upper Northern Beaches Inc is incorporated in NSW, Australia. Consequently, by using our Services you agree that in all matters relating to this policy you shall be governed by the laws of NSW, Australia and further that you submit to the jurisdiction of the courts of NSW, Australia.

You may not use our Services if law prohibits you from doing so in the country in which you reside.