



PRIVACY POLICY

Date of Approval: February 2nd 2023
Version: 2
Review Date: February 2nd 2024
Policy Type: Board Policy

Review History Table

A Liquid Future's Privacy Policy will be reviewed annually. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date of Approval	Approved by	Content reviewed/ Purpose
28/01/2023	1	14/12/2020	ALF Board	Policy Revised
	2	02/02/2023	ALF Board	Policy Revised

Many people provide A Liquid Future with personal information, which we use for the purposes of our operations, fundraising, communicating with supporters, and maintaining records.

As the holder of people's personal information, A Liquid Future takes steps to ensure that we collect and use this information for appropriate purposes and hold it securely.

This policy outlines how A Liquid Future deals with personal information.

Purpose

The purpose of this policy is to ensure that A Liquid Future operates according to legislative requirements and sectoral standards on privacy and security.

Scope

This policy applies to all A Liquid Future activities and to all A Liquid Future employees and volunteers. The policy also extends to A Liquid Future's partners and associated implementing organisations.

Definitions

Personal information - Personal information is any information or opinion that can identify or be used to identify an individual.

Collection - Collection is the process of gathering personal information.

Cookies - Cookies are small text files (up to 4KB) created by a website that is stored in the user's computer either temporarily for that session only or permanently on the hard disk (persistent cookie). Cookies provide a way for A Liquid Future's website to recognise you and keep track of your preferences.

Policy Statement

A Liquid Future and its related entities are fully committed to protecting personal information.

We may revise this Privacy Policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

Policy in Practice

Collection of Personal Information

We may collect and hold personal information from our donors, supporters, volunteers, contractors, visitors to our field programmes, beneficiaries and other individuals.

For example, if you are a donor, we would collect and hold your name, address, e-mail address, phone number and potentially credit card details.

From time to time, we may seek more detailed personal information, such as when we conduct surveys. Provision of more detailed information is purely voluntary.

Personal information in the majority of the time is directly collected from the individual. For example, when an individual makes a donation, sends us an email, signs up for our mailing list, or uses our website.

From time to time we may obtain personal information from third parties. When we do so, we will take reasonable steps to ensure that individuals are aware of the collection of their information in accordance with Australian privacy law.

Cookies

When you use our website, we may collect personal information from you automatically through cookies, including: your IP address and or domain name; your operating system (type of browser and platform); and the date, time and length of your visit to the website. We use this information primarily for the compilation of statistical information about the use of our website.

Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies, you may set your browser to either prompt you to refuse cookies or automatically refuse cookies.

Links/Third Party Websites

A Liquid Future's website may contain links to third party websites, and third party websites may also have links to A Liquid Future's website.

Our privacy policy does not apply to external links or other websites. These third party websites may collect your personal information. We encourage you to read the privacy policies of any website you link to from our website.

Anonymity

You may request us to deal with you anonymously or through a pseudonym. We will accommodate your request if it is lawful and practical for us to do so. For example, it may not be possible for us to process your donations or accept you as a volunteer if you do not provide the necessary personal information.

Use of personal information

We use your personal information primarily to:

- process donations;
- communicate with our supporters;
- recruit and manage staff, contractors or volunteers;
- conduct marketing activities; and
- enable other activities and functions of A Liquid Future.

We may use your personal information to send direct marketing messages, or to communicate information relating to A Liquid Future's work, including our programmes and fundraising events. If you do not want to receive further direct marketing messages or communications from us, please select 'unsubscribe' in the email you receive from A Liquid Future, or contact our team at A Liquid Future, Unit 2, 8 Poinciana Avenue, Cabarita Beach, NSW 2488, Australia or email info@aliquidfuture.org or call +61 450496735. Please allow up to 7 days for us to process your request.

We do not sell your personal information to third parties. Except as provided for in this Privacy Policy we do not make your personal information available to third parties.

Disclosure of personal information

We do not disclose personal information to other organisations unless you give your consent, or if it is required or authorised by law including in emergency situations or to assist law enforcement.

Security of personal information

We take reasonable steps to ensure the security of personal information by storing it in a secure environment. If contract service providers are used they will be bound by our privacy policy. We require our employees, contractors, and third-party service providers to respect and protect the confidentiality of personal information we hold.

Our electronic database is secured by a firewall and anti-virus software to ensure, so far as practicable, that it is not accessed by unauthorised parties. This website has security measures designed to protect against the loss, misuse and/or alteration to your personal information under

our control. A security icon visible on your screen, for example a padlock, confirms that your browser supports SSL security. Click on the security icon to verify the security certificate on this website.

However, all unencrypted information exchanged via the internet may be accessed and used by people other than those for whom it is intended, for example if you send us any personal information by email it is sent at your own risk.

Online donations

Donations made online on this website are processed in real time using a secure payment gateway. Donations are processed in Australia in Australian dollars. If you have any questions or concerns about making an online donation to A Liquid Future please contact our team at A Liquid Future, Unit 2, 8 Poinciana Avenue, Cabarita Beach, NSW 2488, Australia or email info@aliquidfuture.org or call +61 450496735.

Access to personal information

We take reasonable steps to ensure that personal information we collect, hold, use and disclose is complete, accurate, relevant and up-to-date.

If you would like to access or make corrections to your personal information, please contact our team at A Liquid Future, Unit 2, 8 Poinciana Avenue, Cabarita Beach, NSW 2488, Australia or email info@aliquidfuture.org or call +61 450496735. We may ask you to verify your identity before we disclose any personal information.

If you wish to have your personal information removed from our database, we will take reasonable steps to comply with your request unless we need to keep your information for legal, auditing or internal risk management reasons.

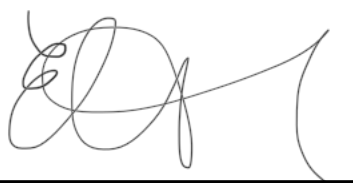
In order for us to successfully retrieve your records, please provide us with as much detail as you can about the particular personal information you wish to access or correct. Please allow 7 days for us to process your request.

Complaints

If you wish to make a complaint about how we handle your personal information, please see our Complaints Policy, available at our website www.aliquidfuture.com, or contact our team at A Liquid Future, Unit 2, 8 Poinciana Avenue, Cabarita Beach, NSW 2488, Australia or email info@aliquidfuture.org or call +61 450496735.

If we become aware of any ongoing issues concerning our privacy practices, we will take these issues seriously and work to address these concerns.

If we fail to resolve your complaint, you may refer the matter to the Office of the Australian Information (Privacy) Commissioner (see www.oaic.gov.au).




Elizabeth Grace Murray
(CEO)



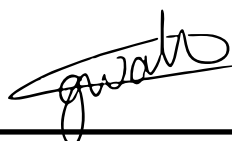
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