

# **Privacy Act**

In this Privacy Policy, 'us, we' or 'our" means Cambodian Rice Run (CRR) ABN 96 645 144 583.

We are committed to respecting your privacy and comply with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth)(Privacy Act). Our Privacy Act sets out how we collect, use and disclose your personal information.

We use your Personal Information only for providing and improving the Sites. By using the Sites, you agree to the collection and use of information in accordance with this policy.

#### **Information Collection and Use**

We only collect personal information which is necessary for us to perform our functions, that is, to:

- Promote communication and mutual assistance within Cambodian Rice Run (CRR);
- Provide a forum of exchange of information to members on the management and organisation of CRR.
- Provide information on upcoming social and fundraising events open to CRR members.
- Provide information on details of forthcoming overseas projects.
- Promote awareness of the overseas projects and achievements of CRR.

We will only collect Personal Information of people below the age of 18 with the consent of their parents or guardians.

# The kinds of personal information we hold:

The kind of personal information we collect and hold will depend upon the services you request from us. However, it may include:

- Information provided to us as part of the process for applying for membership of CRR
- Information you give us when you request information or a service from us. This information may include your name, address and contact details
- Information we collect about individuals collected in the course of our promotion of the CRR in the community
- communications between us and you
- information from third parties about you supplied with your consent e.g. police checks
- prior to tour participation

We will never disclose your information to a third party without your consent. The exception will be where we are required by law to do so

### Disclosure of personal information

We may disclose personal information to:

- Our Directors/Board
- Third party service providers (including providers for the operation of our websites, in connection with providing our programs and services to you and/or in relation to donations to us);
- Payment systems operators (e.g. merchants receiving card payments)
- Other organisations, including government agencies, regulatory bodies and law enforcement agencies, if required by law.
- Some of your information for tour purposes may be used or disclosed overseas for the purpose for which it was provided to us. We take reasonable steps to ensure that the overseas recipients of your personal information deal with it in a way that is consistent with the Australian Privacy Principles.

# Website/Social Media

While we do not use browsing information to identify you we may collect some information when you use our Sites, <a href="http://www.cambodianricerun.org">http://www.cambodianricerun.org</a> your use of the facilities and services available through our website will determine the amount and type of information which we collect about you. Some of this information will not be personal information because it will not reveal your identity.

The only personal information we collect about you when you use our website is what you tell us about yourself, e.g. by completing an online form you provide us or when you send us an e-mail.

Donations made to CRR through the website or social media are made via PayPal, Stripe, Go Fund Me or Square. All personal information gathered as part of this process will be used only for the purposes of processing the payment and not disclosed to any other party nor used for any other purpose. CRR do not hold any card details.

### **Log Data**

## Using and disclosing your personal information

Information collected by us will only be used for the purposes for which it was collected or to provide you with additional information about our services for example to provide you with information about future projects, newsletters, events & tours.

We will never disclose your information to a third party without your consent. The exception will be where we are required by law to do so.

# Security

The security of your Personal Information is important to us, but no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

# Access to your personal information

You may obtain access to personal information held about you.

We will handle requests for access to your information as quickly as possible and you may request to be removed from our mailing list at any time. Any request to be removed from our mailing list will be actioned as soon as possible and an email notification of the removal from our mailing list will be sent to you.

To access your personal information please contact: <a href="mailto:cambodianricerun@gmail.com">cambodianricerun@gmail.com</a>. If you wish to raise a query or make a complaint about our use of your personal information please contact: <a href="mailto:cambodianricerun@gmail.com">cambodianricerun@gmail.com</a>.

#### Our Use of Cookies

When you visit our website, our server may attach a small data file called a "cookie" to your computer's memory.

Cookies are pieces of information that may be transferred to your computer's memory when you visit a website for record keeping purposes. Most web browsers are set to accept cookies. However, if you do not wish to receive any cookies you may set your web browser to refuse cookies. We use cookies to provide us with anonymous information on the use of our website and to know what you find interesting on our website. We do not link this information back to your identity or other information that you have provided to us. We do not store any information that identifies you inside cookies.

As most websites do we may track usage. In this circumstance, each time you visit our website a web server makes a record of your visit. Specifically it may record you're:

- Internet provider
- Date and time of your visit
- Pages accessed and the documents downloaded
- Search items entered
- Referring URLs (universal locaters)
- Other statistics

### **Links to Other Sites**

Our Sites may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. CRR has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party sites or services. We strongly advise you to review the Privacy Policy of every site you visit.

#### **Changes to This Privacy Policy**

CRR may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the Site. You are advised to review this Privacy Policy periodically for any changes.

#### **Contact Us**

If you have any questions about this Privacy Policy, please contact us:

Email: cambodianricerun@gmail.com