



## Privacy Policy

**Introduction** In the course of pursuing the objectives of the Amy Gillett Foundation, Amy Gillett Foundation Pty Ltd (**AGF**) collects, uses and discloses personal information relating to various individuals.

AGF respects and upholds your rights to privacy protection and this document describes how we will handle personal information in accordance with the *Privacy Act* and the *National Privacy Principles*.

**Collection of your personal information** AGF collects information in order to conduct, promote, control, manage and encourage the purposes of the Amy Gillett Foundation which promotes road safety of and for cyclists including by seeking to change the way in which cyclists and motorists interact. AGF may collect personal information about:

- donors;
- potential donors;
- individuals who participate in activities associated with the AGF;
- individuals who hold positions in companies with whom AGF deal;
- individuals who use our information technology services; and
- contractors and potential employees.

AGF may also collect personal information from publicly available sources such as the telephone directory.

If AGF receives information about other individuals, we will retain that information only if it is necessary for our purposes and the collection and use of that information complies with this policy.

AGF may also collect sensitive information, including health information, about individuals. We will only collect sensitive information if the individual has consented, if the collection is required by law, or if the information is necessary for the establishment, exercise or defence of a legal or equitable claim.

**Use and disclosure of your personal information** AGF uses the personal information it collects to promote road safety of and for cyclists and to communicate with individuals and organisations.

AGF may use personal information to send information on cyclist or motorist safety or to let you know about special events and fundraising programs.

Occasionally the AGF may agree to act as conduit to a third party and mail you information that it believes may be of interest to you from the third party. Whenever the AGF contacts you in this manner, it will always give you an opportunity to opt-out of receiving such offers/information.

Whenever AGF does use your information to forward on relevant information, it will only be in accordance with the purpose for which it was collected or in situations where we believe you would reasonably expect us to use it. It will always be in accordance with this policy and the law.



AGF takes all reasonable steps to protect the information it holds. Most information is held in hard copy or electronic records, which may only be accessed by directors and employees of AGF in the performance of their duties.

All directors and employees of AGF are bound by this policy.

**Information security**

AGF will allow you access to your personal information held by it, and AGF will correct any inaccurate or out-of-date information within a reasonable time of notification of error.

**Access and correction**

AGF will endeavour to resolve any problems you may have with the collection or use of your personal information. If you do have concerns please contact our privacy officer whose details appear below.

**Inquiries and complaints**

Privacy Officer  
Amy Gillett Foundation Pty Ltd  
Suite 324, 1 Queens Road, Melbourne Vic 3004  
Email: [info@amygillett.org.au](mailto:info@amygillett.org.au)

**Contact details**

Amy Gillett Foundation  
Suite 324, 1 Queens Road, Melbourne Vic 3004  
Email: [info@amygillett.org.au](mailto:info@amygillett.org.au)  
Tel: 03 9863 7041

**Authorisation**

This policy was authorised by the AGF Board on 29 June 2006 (item 3.5).