

Privacy Policy



Policy Number	QPL-206	Version	1
Drafted by	Appleby Legal Pty Ltd	Approved by board on	July 2016
Responsible Person	Charnan Kurth	Scheduled review date	December 2019

Introduction

The Michael Hughes Foundation respects your privacy and is committed to comply with the Australian Privacy Principles contained within the Privacy Act (1998). This Act regulates how organisations handle personal information.

The Michael Hughes Foundation is a charity registered with the Australian Charities and Not-for-Profits Commission which promotes awareness, education and life-saving defibrillators in the hope of improving sudden cardiac arrest statistics across Australia.

The Michael Hughes Foundation provides this document to outline how we collect, manage and protect your personal information. Customer privacy is extremely important to us.

Changes to this Privacy Policy will be made at the discretion of the Michael Hughes Foundation. We reserve the right to modify this privacy statement at any time.

If you have any queries or would like additional information about this policy or our processes, please email julie@mhf.life

Collection

Your personal information is only collected as is necessary for a function of the Foundation.

When you give us personal information such as your name, address, telephone number and email address, we record it on our database and may use it to contact you in the future.

If you contact the Michael Hughes Foundation in person, via phone or email, we will ask you for your specific contact details and record information in our Customer Database. Our customer database contains:

- Full contact details
- Source of the contact
- Summary of communications

We collect your personal information when you provide it to the Foundation in several ways, including but not limited to:

- Telephone calls
- Emails
- Online forms
- Participation in community events

We do not collect personal information relating to credit card numbers, Tax File Numbers, medical records, religious beliefs or other identifiable information. Payments for products and services are not completed via our website.

We will always collect information in a non-intrusive, lawful and fair manner. We will offer you the option of not identifying yourself or of using a pseudonym where it is practical to do so.

Use

The Michael Hughes Foundation collects only the personal information required to provide products and services, and to communicate relevant information about our Foundation on an adhoc basis. Personal information is recorded and is tracked via:

- Customer database – record of all communication
- Defibrillator register – to track ownership, expiry dates, replacement accessories, warranties, etc

Secure Storage of your information

All Michael Hughes Foundation data is securely stored in electronic format. Password protected access is only provided to the Directors of the Foundation.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

Access to your information

You can request access to or make amendments to your personally identifiable information by emailing julie@mhf.life.

You may correct, update or delete any specific information and you may unsubscribe from future communication from the Michael Hughes Foundation by emailing julie@mhf.life.

Orders

Please view our [Terms and Conditions](#) for the process of placing an order with our organisation.

To purchase a product or service, you will be required to provide contact information (such as name, Email, and postal address) and payment details.

Ways We Communicate

The Michael Hughes Foundation will use your details for:

- General communication

Policies can be established or altered only by the Board. **Procedures** may be altered by the Executive Director

- Service processes
- Promotions
- Distribution of statistics or industry reports
- Miscellaneous/Other

You may unsubscribe at any time by emailing julie@mhf.life.

Contacting Us

If there are any questions regarding this privacy policy, you may contact us using the information below.

The Michael Hughes Foundation
PO Box 1099, Dundas, NSW, 2117
julie@mhf.life
www.mhf.life

Authorisation



23rd January 2019

Charnan Kurth
Board Secretary
The Michael Hughes Foundation