



Global Privacy Policy

The Christina Noble Children's Foundation

This Privacy Policy sets out the approach which the Christina Noble Children's Foundation (CNCF) will take in relation to the handling of Personal Information. It includes information on how CNCF collects, holds, uses and discloses Personal Information and the steps we take to protect that information.

It also covers how you may access and seek the correction of the Personal Information that CNCF collects and holds about you. CNCF respects the privacy of all whom we deal with, and is committed to handling the Personal Information you provide us in accordance with the requirements of applicable Privacy legislation.

We may update or revise this Privacy Policy from time to time. You can find the most current version on our website or obtain a copy from CNCF's Head of Marketing and Communications.

Definitions

Collection Information means the information outlined in clause 1 as notified to individuals prior to, or as soon as practical after, the collection of their Personal Information.

Communications means the marketing of activities, campaigns, appeals and services by way of written, verbal or electronic means. The activities, campaigns, appeals or services which are marketed may be those of CNCF or a Related Body Corporate.

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or the opinion is true or not and whether the information or the opinion is recorded in a material form or not.

Primary Purpose is the dominant or fundamental reason for information being collected in a particular transaction.

Sensitive Information means information or an opinion about an Individual's:

- racial or ethnic origin; or
- membership of a political association; or
- religious beliefs or affiliations; or
- philosophical beliefs; or
- membership of a professional or trade association; or
- sexual preferences or practices; or
- criminal record; that is also Personal Information; or



- Health Information about an individual

1. Collection

- 1.1 CNCF will collect Personal Information where the information is reasonably necessary for one or more of our functions or activities or where the collection of information is otherwise permitted by law.
- 1.2 CNCF will collect Personal Information from you when you contact us, make an inquiry, make a donation, attend a CNCF event, purchase our products, or otherwise provide us with your Personal Information. This could include when you call us, send us a letter, submit an email to us, volunteer, attend CNCF events or CNCF's premises, apply for a role with CNCF, subscribe to our newsletter or insert your details into the CNCF website.
- 1.3 CNCF collects Personal Information about our supporters (financial and non-financial) primarily to enable us to maintain accurate records about who donates to us; the purpose, if specified, for which donations are made; and so that we may meet our legal obligations, such as providing donors with official receipts for their donations.
- 1.4 CNCF also collects and uses Personal Information for secondary purposes including:
 - a) keeping our supporters informed about CNCF activities, campaigns and appeals
 - b) keeping our supporters informed about other services, campaigns and appeals which may be of interest to you and offer you the opportunity to support them
 - c) offering you the opportunity to participate in surveys or other information gathering opportunities carried out by CNCF or its agents.

We may ask for other information to enable us to better understand who our supporters and others who deal with us are, but the provision of that information is purely voluntary. If CNCF requires this to comply with a law or other governance or government regulation, CNCF can advise you of such law or requirement.

- 1.5 CNCF will make known and is always able to provide information of the matters listed below at the time of collecting any Personal Information:
 - a) the main reason that we are collecting Personal Information (this reason will be the Primary Purpose); other related Uses or Disclosures that we may make of the Personal Information (Secondary Purposes);
 - b) our identity and how individuals can contact us, if this is not obvious;
 - c) that individuals can access the Personal Information that CNCF holds about them;
 - d) that individuals should contact CNCF if they wish to access or correct Personal Information collected by us or have any concerns in relation to Personal Information;



- e) the organisations or types of organisations to whom we usually (if applicable) disclose the Personal Information;
- f) where applicable, any law that requires the Personal Information to be collected;
- g) the consequences (if any) for the individual if all or part of the Personal Information is not provided to CNCF.

1.6 Where it is not practicable for CNCF to notify its supporters and members of all of the Collection Information before the collection of Personal Information, CNCF will ensure that individuals are notified of the Collection Information as soon as possible after the collection. CNCF will provide “post collection notification” in those circumstances where it is not practicable to notify individuals about the collection of their personal information before it is collected.

1.8 CNCF will not collect Sensitive Information from individuals except with express consent from the individual and only where it is necessary for CNCF to collect such information for an activity or function.

2. Use and Disclosure

2.1 CNCF collects, holds, uses and discloses Personal Information about individuals for the following purposes:

- a) processing donations and maintaining accurate records about who donates to us;
- b) assessing the purpose, if specified, for which donations are made;
- c) meeting our legal obligations, such as providing donors with official receipts for their donations;
- d) keeping our supporters informed about CNCF activities, campaigns and appeals;
- e) keeping our supporters informed about other services, products, campaigns and appeals and offering the opportunity to subscribe to them;
- f) conducting surveys carried out by CNCF or its fundraising offices;
- g) developing and managing relationships with our employees and contractors and business partners;
- h) administration of volunteer work;
- i) compliance with our legal obligations.

2.2 CNCF may Disclose Personal Information to unrelated third parties to enable outsourcing of functions. Examples of such functions include mailing services both postal and email, answering questions about activities and programs, fraud prevention services, data analysis to group demographic attributes of supporters and processing of credit card payments.



- 2.3 You may opt-out from receiving direct communications from CNCF at any time. If you would like to opt-out from receiving communications from CNCF, please contact CNCF at:

Head of Marketing and Communications - international@cncf.org

3. **Information Security**

- 3.1 CNCF will take such steps as are reasonable in the circumstances to protect the personal information that it holds from misuse, interference and loss and from unauthorised access, modification or disclosure. We will take reasonable steps to ensure that hard-copy and electronic records containing Personal Information are stored securely. This includes having internal policies that require that records containing Personal Information are only accessible by people within CNCF who have a genuine “need to know”.
- 3.2 No data transmission over the internet can be guaranteed to be 100% secure. As a result, while we strive to protect your Personal Information, CNCF cannot ensure or warrant the security of any information you transmit to us over the internet, and you do so at your own risk. Once we receive your transmission, we make reasonable efforts to try to ensure its security both on our systems and while in transit between our systems and the systems of the companies who provide us with various services.
- 3.3 CNCF will take such steps as are reasonable in the circumstances to destroy or de-identify Personal Information should CNCF no longer need the information for any purpose which is permitted under the Privacy Act and the information is no longer required to be kept by law or an order of a court/tribunal.

4. **Access and Correction**

- 4.1 Subject to any exceptions in the Privacy Act, you have a right to request access to your Personal Information held by CNCF and to request the correction of such information.
- 4.2 If CNCF accepts a request for a correction, CNCF will correct its records containing Personal Information within a reasonable period of time after the request of the individual is received.
- 4.3 If you want to lodge a request to access and/or correct your Personal Information you should do so by contacting:

Head of Marketing and Communications

Email: international@cncf.org



4.4 CNCF will not normally charge a fee for processing an access request unless the request is complex or is resource intensive, in which case CNCF may charge a reasonable fee and will notify you in advance prior to incurring an such costs.

5. **Complaints**

5.1 Contact with CNCF via phone or web inquiry will be the first point of contact for inquiries or complaints about privacy issues.

5.2 If you wish to make a complaint about a breach of the APPs, you should direct your complaint to CNCF's Executive Director of Governance and Strategy at international@cncf.org.

5.3 CNCF will endeavour to manage any privacy related complaint efficiently and within a reasonable time period.

6. **Transferring personal information overseas**

6.1 CNCF may disclose your Personal Information to overseas recipients in order to achieve the purposes outlined in this Privacy Policy.

6.2 CNCF is may disclose personal information to its related entities, third party contractors and service providers which are located overseas or may perform certain services overseas. For instance, a third-party contractor may utilise a server hosted overseas as a method to send emails to CNCF 's supporters. Where this occurs, CNCF takes reasonable steps to ensure that all Personal Information is handled in a manner that is consistent with the Privacy Principles, preferably as part of the services contract.

7. **Online Privacy**

7.1 To the extent that this Privacy Policy applies to online privacy issues, it is to be read as forming part of the Terms of Use for our website. Generally, CNCF will handle Personal Information collected online consistently with the way that it handles Personal Information collected offline. Matters which are specific to the handling of Personal Information online are as follows.

7.2 Cookies

For each visitor to our website, our server automatically recognises and stores the visitor's domain name. In addition, our website uses cookies. To enhance your experience when using our website, these cookies may automatically collect information from you such as pages viewed and donation details if made. We also use cookies for tracking the statistics of our website. This allows us to better understand our users and improve the layout and functionality of our website. This tracking is conducted in such a way to ensure the anonymity of visitors.



Most web browsers are set by default to accept cookies. However, if you wish to restrict or block web browser cookies you can do this through your browser settings via the 'Help' function. Alternatively, you may wish to visit www.aboutcookies.org, which contains comprehensive information on how to do this on a wide variety of desktop browsers.

7.3 Third party cookies

To better communicate CNCF's work, we sometimes embed photos and video content from websites such as Flickr and YouTube. Pages with this embedded content may present cookies from these websites. Similarly, when you use one of the 'share' buttons on our website, a cookie may be sent by the service you have chosen to share content through. CNCF does not control the dissemination of these cookies; you should check the relevant third-party website for more information about these.

In addition, if you linked to our website from a third party website, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

7.4 Secure Online transactions

If you make a purchase through our website, we process your credit/debit card details securely over the Internet using an accredited internet payment security system. With the combination of SSL encryption on our website and a secure browser at your end, we take reasonable measures to ensure that your credit/debit card and Personal Information are protected when you donate online. We also recommend that you take appropriate security precautions when accessing the internet via public Wi-Fi networks or shared computers.

7.5 Social Media

Our website and mobile site may contain links to online forums. Think carefully before you post or publish any Personal Information in these forums as it will be publicly available.

8. Contact Information

If you require further information regarding CNCF's Privacy Policy please contact us.

Telephone +84 (0) 28 3932 6484

Email international@cncf.org

Website <https://www.cncf.org/>

This privacy policy was last updated on May 2024.