

# Girl Guides Tasmania Online Privacy Policy



Girl Guides Tasmania respects your right to privacy and is committed to protecting that privacy. This privacy policy discloses how we collect, protect and use the information you provide us online.

## Why we collect your data?

Girl Guides Tasmania will process any personal data disclosed in relation to discussion forums, message boards, surveys and questionnaires for the purposes of achieving its charitable objectives, fundraising and providing the services it offers in relation to these activities.

The data collected by any survey or questionnaire will only be used for the purpose stated on the form. You may also be given the opportunity to add your information to our databases so we can contact you in the future. We will only use this information to contact you if you express permission to do so.

## How do we collect information?

Girl Guides Tasmania does not collect personally identifiable information from visitors without their knowledge. We will obtain personal information from you when you enquire about our activities, register with us, take part in research or discussion forums, make a donation to us or otherwise provide us with personal information.

## What information do we collect from you?

The types of information collected might include name date of birth, gender, email address, postal address, country of residence, telephone number, fax number and credit/debit card details.

## How do we use, share and protect your personal information?

Girl Guides Tasmania does not sell, trade or rent your information to anyone. Girl Guides Tasmania does not share information about you with third parties without prior consent, unless required to do so in order to: comply with the law; enforce or apply Terms of Use and other agreements; or protect the rights, property, or safety of Girl Guides Tasmania, our users, or others.

Girl Guides Tasmania uses the services of a Web Hosting provider. We do not process data overseas as all servers that hold our database are based in Melbourne, Victoria. Use of data by the Web Hosting provider on behalf of Girl Guides Tasmania is regulated and safeguarded by both international procedures and legal agreements to comply with the requirements of the Privacy Act 1988.

The personal information you provide is stored in a secure, monitored hosting environment protected from unauthorised access. In addition there is a confidentiality agreement in place to ensure that the provisions set out in this policy are upheld.

## We use cookies

A cookie is a small file that contains information that allows us to recognise that you have used the website before, but will not contain any other personal data.

Girl Guides Tasmania uses cookies to ensure that you can interact with our website successfully and to keep track of your browsing patterns. We store cookies for the duration of a session; this is until the user closes the browser or does not use the computer for 30 minutes.

If you do not want cookies to be stored on your computer, you may disable this function by referring to your internet browser's instructions. You can do this by clicking on the "help" menu.

### How long do we hold your information on file?

We only hold information about you for as long as you actively subscribe as a user.

Any cookie we store on your computer is set to expire three months after your last visit to the Girl Guides Tasmania website and is automatically removed from your computer once this three month period has elapsed.

### Confidentiality – Links to other websites and services

Our websites may contain links to websites controlled and maintained by parties other than Girl Guides Tasmania. Girl Guides Tasmania cannot be held responsible for the privacy of data collected by websites not managed by Girl Guides Tasmania. Girl Guides Tasmania is providing these links to you only as a convenience and the inclusion of any link does not imply endorsement by Girl Guides Tasmania of the linked website.

You should refer to the privacy policies by other websites which you should review prior to visiting them.

### Your consent

By providing us with your personal data, you agree to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

Due to the international nature of the Internet it is possible that your personal data will be available outside Australia and data protection and privacy laws may not offer the same level of protection as within Australia. Girl Guides Tasmania undertakes to take all reasonable steps to insure your data is protected.

### Access to your information

If your personal details change, please help us to keep your information up to date by notifying us at the address below.

You may request a copy of any personal information with Girl Guides Tasmania has about you. Please email [office@guidestas.org.au](mailto:office@guidestas.org.au) or write using the contact information below. Girl Guides Tasmania may charge a small fee for supplying this information and we will reply within 40 days of receipt of your request. We will correct any inaccuracies in your information once this has been notified to us. It will help us to locate your records more easily if you tell us about the nature of your contact with Girl Guides Tasmania.

### Contact Information

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