

PRIVACY POLICY AND PERSONAL INFORMATION COLLECTION NOTICE

ABBOTSLEIGH FOUNDATION

The [Abbotsleigh Foundation](#) (“Foundation”) directors and [Abbotsleigh staff](#) are committed to protecting the privacy of the individuals who interact with us. We also greatly value the relationships we have with our school community and welcome feedback on how we manage your personal information.

Abbotsleigh School (“Abbotsleigh”) is a separate entity to the Foundation and so has [its own privacy policy](#). This policy may be amended periodically so we ask you to revisit this page from time to time to read any updates. We welcome you to [contact us](#) if you have any questions about this policy and collection notice.

Contact details for enquiries about privacy and the collection of personal information

The Company Secretary
Abbotsleigh Foundation
ABN 46 001 333 124
1666 Pacific Highway
Wahroonga NSW 2076

Email and telephone enquiries should be made to the [Director of Development](#) who is also the Foundation’s Company Secretary.

How and when the Foundation collects personal information

The Foundation may hold personal information about you as a result of you being a current or former student of Abbotsleigh or the parents of a current or former student of Abbotsleigh. This personal information is collected by Abbotsleigh and subsequently disclosed to the Foundation. The Foundation is required to provide an assurance to the Council of Abbotsleigh that storage, use and disclosure of such personal information is managed in accordance with best practice principles. Personal information includes names, mailing address, parents’ employers (if known) email address, telephone number and the names of daughters enrolled at Abbotsleigh.

In addition to information disclosed by Abbotsleigh, the Foundation and on its behalf Abbotsleigh staff who work in fundraising and administration for the Foundation, will collect personal information from you when you contact us, when you make a gift, when you attend a Foundation or Abbotsleigh event or when you communicate with us in some other way such as via telephone or email.

We may also collect information about you from publicly available sources such as the internet, for the purpose of communicating with you about fundraising and for related purposes such as to understand the philanthropic causes that you care about and to ask you to consider making a donation to the Foundation. We may also collect information from third parties who obtain personal information from publicly available sources such as the internet or company annual reports.

We will not collect ‘sensitive’ information, as defined in the Privacy Act (1988) and the Australian Privacy Principles, about individuals without their consent.

Donations in general

If you make a gift to the Foundation we collect and hold a history of your donations and in some circumstances, we record information from emails, letters and other interaction with Abbotsleigh staff and the Foundation to maintain continuity in our relationship with you.

Online donations

If you make a gift to the Foundation via Abbotsleigh's website, you will be transferred to the Quickweb eCommerce page of Westpac's website, www.westpac.com.au to process your gift. The information you provide on the secure Westpac Quickweb web page is protected by Westpac's privacy policy. Some of the information collected by Westpac will be provided to us so that we can record information and communicate with you about your gift. Information provided to us by Westpac may include your name, address, email address, telephone number, relationship to Abbotsleigh, and the date and amount of your gift but your credit card number will not be provided to us.

Other donations

If you make a gift to the Foundation other than via an online donation, we will record information about the amount of your gift and other personal information such as your name, address, email address, telephone number, relationship to Abbotsleigh and the date of your gift. If your gift is made using a credit card, we will also record information about your credit card. If you are making regular donations via direct credit or debit, we will enter your information into Westpac's Payway website www.payway.com.au and this information is protected by Westpac's privacy policy.

What would happen if we did not collect personal information

Without your personal information we would not be able to maintain a professional donor relationship with you and in some cases, we may not be able to process your donations to the Foundation. If you require a receipt for donations made to the Foundation, the receipt will include some of your personal information on the receipt. It is possible in some circumstances to provide a donation to the Foundation anonymously or using a pseudonym but if you do so we may not be able to provide you with an official receipt or assist you fully with future enquiries or complaints.

As the Foundation is a company limited by guarantee, we are required by the Corporations Act (2001) to store personal information about company members. If you have applied to be a member of the Foundation and the application is accepted we must store your name and contact details in our register of members. The [Foundation's constitution](#) also contains rules about application for membership and expiry of membership. To administer membership of the Foundation, we must record the details and dates of your donations made to the Foundation.

How we hold personal information

We store personal information about you in a password-protected database owned by Abbotsleigh and in the case of paper records that are required for future reference, your personal information is held in locked storage. Abbotsleigh has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by methods including locked storage of paper records and password access rights to computerised records.

Why we collect, hold, use and disclose personal information

Collection and use

We collect personal information to maintain accurate records about our donors and Foundation members, to provide receipts, to acknowledge our supporters including in our annual report, to understand donation history and to communicate with you in the future about fundraising and other activities of the Foundation. Our communications with you may include direct marketing or appeals to you via text message, email or mail. If you do not want to receive fundraising appeals or information about the Foundation and its activities, please [contact us](#).

We also collect personal information for research purposes so that we can consider asking you for future gifts; this information may come from you or may come from our own research of publicly available information or from third parties who obtain personal information from publicly available sources such as the internet or company annual reports.

Disclosing personal information

We will only disclose information to a third party for the purpose of our own fundraising activities or to support our communications with you. We may disclose your personal information to Abbotsleigh to ensure consistency and accuracy of your contact details. We will not provide your personal information to another charity.

For example, we may disclose personal information to a mailing house for the purpose of sending fundraising mail, or to a third party for the purpose of obtaining research from publicly available sources. We may also disclose personal information to a third party to improve the accuracy of our donor database, also known as “data cleansing”. However, we will only disclose information to a third party after having taken reasonable steps to satisfy ourselves that the third party will keep personal information confidential, and that it has processes and policies in place to comply with the Privacy Act and the Australian Privacy Principles. We also require that the third party will destroy the disclosed personal information after providing us with the research or services requested.

We will never sell or license your personal information. We will never disclose your personal information to an overseas entity.

Accessing or correcting your personal information

If you believe we may be storing incorrect personal information about you, please [contact us](#) and we will take all reasonable steps to correct our records. It is important to us that together with Abbotsleigh, we work with you to ensure that your personal information is up to date and accurate.

You may request access to personal information held by the Foundation about you – the Australian Privacy Principles provide some exceptions to this right to access, but in most cases we will be able to provide you with the information you require. Please contact us if you require access.

How to make a complaint about privacy

The Foundation is required to report to the Council of Abbotsleigh any actual or perceived interference with an individual’s privacy, or any privacy related complaint arising as a result of Foundation practice.

If you have a complaint about the Foundation’s protection of your privacy please contact the [Director of Development](#) with details of your complaint and we will respond quickly and take all reasonable steps to remedy the situation. If you remain dissatisfied with how we have handled your complaint, you may also contact the Head of Abbotsleigh who is a director of the Foundation, and your complaint will be put before the Foundation’s board of directors for consideration, action and response.

To contact us about privacy matters, please call or email the [Director of Development](#), Yvette Vignando.