



Purpose of this Policy

The Australian Privacy Principles (**APPs**) and the Privacy Act 1988 (Cth) (**Privacy Act**) contain requirements that apply to organisations in relation to handling personal information and sensitive information. This Privacy Policy describes how Kids In Sport Inc. (KIS) ABN 85 477 850 441 Registered Charity No. A0120544S collects, uses, holds and discloses your personal information and sensitive information within the meaning of the Privacy Act. In this Privacy Policy, “personal information” and “sensitive information” have the meanings provided in the Privacy Act. We may update this Privacy Policy at any time and will publish any updated policy on our website.

Kinds of information we collect and hold

Personal and sensitive information

Our activities and services, and the purposes for which we collect personal information, include:

- Enabling and managing fundraising activities to support children in need of financial assistance through the receipt and processing of donations from individuals, businesses and other organisations. We collect personal information from individuals and other entities to: enable donations from individuals to be processed, receipted and acknowledged; and facilitating ongoing communication with sponsors and donors to provide them with information on new fundraising activities they may wish to support, including via mailing lists.
- General business purposes, including to operate, develop and administer the KIS charity; communicate with individuals, project partners, service providers and others; prepare and publish reports on the progress and impact of activities funded by us; assist with individuals' queries and queries from financial institutions relating to individual transactions; determine whether to engage potential employees and contractors; complete audit processes and comply with taxation law, the Corporations Act 2001 (Cth), the Public Governance, Performance and Accountability Act 2013 (Cth) and other laws and regulations.

Web Information

We collect metadata relating to website usage (and other online platforms), including by using cookies and other analytical and tracking tools, for statistical and administrative purposes. The types of information we collect include: user interactions, device data, location, usage patterns and other information.

If you do not wish to receive any cookies you may set your browser to refuse cookies. However, this may impact on website functionality and the services provided to you.

The information is used to analyse our server traffic in order to improve user experience and the services offered. No attempt will be made to identify users or their browsing activities except where required by law (without your prior express consent).

This website contains links to third party websites, including those that relate to the activities we are facilitating support for. We do not have control or responsibility for those third-party websites or their compliance with their privacy obligations (if any).

We do not combine this information with other data in a manner which would identify your personal information, but note that KIS treats any personal information in accordance with the APPs.

How we use personal information

We use personal information to provide our services and operate our business as described above, and otherwise as required or authorised by law.



How we collect and hold personal information

We will normally collect personal information directly from you. This may be through application forms, donation forms, over the telephone, the internet, or in person.

We may also need to collect personal information from other people or organisations. Some examples of the people or organisations from whom we may collect personal information about individuals are: corporate and individual sponsors, publicly available sources of information (such as the internet); an individual's representative (such as a parent, guardian, coach, school teacher, school administration officer); other government bodies and agencies; and financial institutions.

We will hold the information we collect on systems managed and maintained by us and/or our third-party cloud storage service provider (the Cloud Service Provider). We have an electronic documents and records management system that takes all reasonable steps to comply with government and archival standards and legislation.

Storage and security of information

KIS will take reasonable steps to ensure that all personal information and sensitive information we collect is held in a secure format and protected from loss and misuse, as well as unauthorised access, modification, disclosure, alteration or destruction. The information may be held either in hard copy or electronically.

When we will provide personal information to others

Sometimes we may provide personal information to external organisations. Generally, these are organisations that help us conduct our fundraising programs and activities, including marketing, as well as to improve our service offering to you.

We take reasonable steps to limit the personal information we provide to external organisations to what they need to provide their services to us or that is necessary for a particular activity, and aim to disclose only the personal information necessary to provide services to potential sponsors, project partners and the relevant regulatory authorities.

We take reasonable steps to ensure that any organisation that we contract with: meets the privacy standards required by us in protecting personal information and complies with the Privacy Act; uses the personal information provided only for the purposes of the specific service being provided to us, and for no other purpose.

We may also provide personal information to others outside KIS where: we are required to by law or have a public duty to do so; or you have expressly consented to your personal information being supplied to others for particular purposes.

Access and correction of personal information

You have a right to request access to personal or sensitive information held about you, and to request its correction. Requests for access to personal information or sensitive information held by KIS may be made by contacting the address below. If it is information that you are entitled to access, we will endeavour to provide it to you in a suitable way (eg. by email or mail). We may charge a fee to cover our administrative costs in providing the information.

Requests may also be made that we update or amend information we hold about you; we will either amend the information, or make a record of the request, as appropriate.