

# Girl Guides Western Australia Privacy Policy

Girl Guides Western Australia 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 Western Australia 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 Western Australia 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, e-mail 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 Western Australia does not sell, trade or rent your information to anyone. Girl Guides Western Australia 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 Western Australia, our users, or others.

Girl Guides Western Australia may from time to time need to use the service of an Internet Service Provider. For financial or technical reasons these may be sited outside of Australia. Use of data by the Internet Service Provider on behalf of Girl Guides Western Australia is regulated and safeguarded by both international procedures and legal agreements to comply with the requirements of the Privacy Act 1988 (Cth).

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 site before, but will not contain any other personal data.

Girl Guides Western Australia uses cookies to ensure that you can interact with our websites 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 you 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 Western Australia website and is automatically removed from your computer once this three month period has elapsed.

### **Confidentiality - Links to other websites and services**

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

You should refer to the privacy policies posted 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 Western Australia undertakes to take all reasonable steps to ensure your data are 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 which Girl Guides Western Australia has about you. Please email [info@girlguideswa.org.au](mailto:info@girlguideswa.org.au) or write using the contact information below. Girl Guides Western Australia may charge a small fee for supplying this information and 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 Western Australia.

### **Contact Information**

Girl Guides Western Australia  
PO Box 780  
Victoria Park WA 6979

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