



The Pyjama Foundations Privacy Policy

Introduction

While The Pyjama Foundation is not required to comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), the organisation is committed to protecting and maintaining the privacy, accuracy and security of personal information it receives.

By providing The Pyjama Foundation with their personal information, individuals agree to the collection and use or otherwise processing (including disclosure) of their personal information in the manner and for the purposes described in this Privacy Policy.

Purpose and Scope

The purpose of this document is to provide a framework for The Pyjama Foundation in dealing with privacy considerations.

This Privacy Policy explains:

1. What is Personal Information and what do we collect?
2. How and when do we collect Personal Information?
3. How do we use an individual's Personal Information?
4. When do we disclose an individual's Personal Information?
5. Information collected via our Website
6. Marketing
7. Storage and Security of Personal Information
8. Accessing and updating an individual's Personal Information
9. Privacy complaints
10. Policy updates

This policy applies to:

Employees	Directors	Officers	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

Definitions

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable irrespective of whether that information is true or not, or recorded in a material form or not. Examples of Personal Information include:

- General identification information such as names, job title, occupation, date of birth and gender;
- contact details such as address, email address, phone and mobile phone number and Internet Protocol (IP) address;
- educational qualifications, employment history and referee reports;
- information contained in identification documents such as passport or driver's licence;
- government-issued identification numbers such as tax file numbers;
- financial information such as bank account details;
- details of superannuation;
- visa or work permit status and related information;
- health information, including illness, injury, blood type, medication, medical conditions requiring medication, medical history, drug and alcohol testing history, vaccination history and status, pre-existing injuries and workers' compensation claims;
- ethnicity (including Aboriginal and Torres Strait Islander identification);
- cultural, philosophical and/or religious beliefs;
- country of birth;
- marital status;
- memberships (including of a professional or trade association and/or a trade union);
- criminal history;
- payroll data including information about our employees such as taxation, salary, allowances, leave, deductions, and general benefits
- information from or in connection with your resume or job application if you apply for a position with us;
- geographical location;
- Australian Business Number (ABN);
- credit history;
- trade references, credit references or reports from a third party;
- credit information;
- consumer and commercial credit reports;
- financial information including your ABN or ACN, assets and liabilities, investment and loan accounts, insurance application details, consumer spending;
- photographs and/or images of you from camera footage including CCTV; and
- information from social media accounts and profiles.

How and when does the organisation collect an individual's Personal Information?

The Pyjama Foundation collects Personal Information that is necessary to establish, manage and administer its Love of Learning Program.

How does the organisation use an individual's Personal Information?

When The Pyjama Foundation collects Personal Information, the primary purpose for collecting it will be made clear at the time of collection. Staff members will be able to assist an individual who requires more information.

The Pyjama Foundation may also use an individual's Personal Information for secondary purposes directly related to the primary purpose. The Pyjama Foundation's secondary purposes include fundraising activities, research and reporting.

Any messages sent on behalf of The Pyjama Foundation will:

- Identify The Pyjama Foundation as the sender
- Contain The Pyjama Foundation's contact details
- Make it easy to unsubscribe by clicking on the unsubscribe link or contacting us via email admin@thepyjamafoundation.com or in writing to, The Pyjama Foundation, PO Box 32, Lutwyche, Queensland, Australia 4030.

The Pyjama Foundation may seek to collect Personal Information which includes sensitive information, including health information.

The Pyjama Foundation also uses data to conduct research and is committed to building and maintaining a culture of responsible research. As such, The Pyjama Foundation makes sure any data used for research purposes is used responsibly, ethically and with the highest standards of integrity.

The Pyjama Foundation treats those who provide data for research with respect and considers the needs of vulnerable people such as those with a disability, or children, and Aboriginal and Torres Strait Islander peoples, so that everyone has the opportunity to participate, or withhold information if they do not want to be included in a research project.

The Pyjama Foundation always aims to report the outcomes of research back to those involved by disseminating research findings responsibly, accurately and broadly.

Where possible, The Pyjama Foundation supports collaboration and partnerships with researchers, institutions, and industry where the research is appropriately managed and the findings of any research benefits The Pyjama Foundation, the non-profit sector, government and our beneficiaries.

If any collaboration is agreed with an external organisation, The Pyjama Foundation does not share private or identifiable information unless we have specific permission from those involved in the research.

When does the organisation disclose an individual's Personal Information?

In the process of administering its Love of Learning Program:

- Contact details may be disclosed to The Pyjama Foundation's employees, contractors and/or third party service providers including, without limitation: web hosting providers, IT systems administrators, mailing houses, payment processors, data entry service

providers, electronic network administrators to the extent necessary for them to perform their duties.

- Payment method details (such as credit card details) may be disclosed to The Pyjama Foundation's employees, contractors and/or service providers including, without limitation, web hosting providers, payment processors and data entry service providers, for the sole purpose of processing any payments authorised.

All parties that The Pyjama Foundation discloses Personal Information to will be required to keep such information confidential and secure.

Unless an individual objects, this information may be shared with third-party platforms and may be used:

- To send news, information about activities and general promotional material which The Pyjama Foundation believes may be useful to the individual;
- To monitor who is accessing the website or using services offered on the website; and
- To profile the type of people accessing the website.

If an individual does not wish to have their Personal Information used in this manner or for any other specific purpose, please advise The Pyjama Foundation by writing to The Pyjama Foundation, PO Box 32, Lutwyche, Queensland, Australia 4030 or sending an email to admin@thepyjamafoundation.com. If an individual chooses not to provide Personal Information, they will still be granted access to most of the website. However, they may not have access to areas that require personal identification.

The Pyjama Foundation will not sell or otherwise provide an individual's Personal Information to a third party, or make any other use of an individual's Personal Information, for any purpose which is not incidental to their use of the website. When The Pyjama Foundation utilises cookies, it may also provide information sourced from the cookie to a third-party agent acting on behalf of The Pyjama Foundation. For the removal of doubt, Personal Information will not be used for any purpose which a reasonable person in the individual's position would not expect.

If an individual requests The Pyjama Foundation not to use Personal Information in a particular manner or at all, it will adopt all reasonable measures to observe the individual's request, but may still use or disclose that information if:

- The Pyjama Foundation subsequently notifies the individual of the intended use or disclosure and the individual does not object to that use or disclosure;
- The Pyjama Foundation believes that the use or disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for government or public security in the performance of their functions; or
- The Pyjama Foundation is required by law to disclose the information.

The Pyjama Foundation will preserve the content of any e-mail or other communication received from an individual if it believes it has a legal requirement to do so. An Individual's email message content may be monitored by The Pyjama Foundation for troubleshooting or maintenance purposes or if any form of email abuse is suspected.

Information collected via the organisation's website

The Pyjama Foundation's website may utilise "cookies" which enable it to monitor traffic patterns and to serve an individual more efficiently. Cookies are small files of letters and numbers that are downloaded onto an individual's computer or mobile/handheld device when they access certain websites.

The Pyjama Foundation uses cookies on its website:

- For technical purposes essential for the operation of the Website, such as keeping track of an individual's current session;
- To distinguish an individual from other users of the website, so The Pyjama Foundation can personalise an individual's experience by ensuring specific messaging and advertising is more relevant to them and so The Pyjama Foundation can remember choices the individual makes when they return to visit the website;
- To collect statistical information about how visitors use the website, so The Pyjama Foundation can improve the way the website works and measure the success of events, campaigns and appeals.

An individual can set their browser to notify them when they receive a cookie, and this will provide them with an opportunity to either accept or reject it in each instance. Most website browsers automatically accept cookies. Unless an individual has adjusted their browser settings so that it will refuse cookies, cookies will be sent when the individual accesses the website.

By using and browsing the website, an individual consents to cookies being used in accordance with this Privacy Policy.

Storage and Security of Personal Information

The Pyjama Foundation will maintain and update Personal Information as necessary. Personal Information which it collects, holds and uses is kept confidential to the best of its ability.

The Pyjama Foundation's Website is secured using industry standard technology, including encryption technology to ensure an individual's information is protected. Unfortunately, no data transmission over the Internet can be guaranteed as totally secure. Whilst The Pyjama Foundation strives to protect such information, it does not warrant and cannot ensure the security of any information which an individual transmits. Accordingly, any information which an individual transmits to The Pyjama Foundation is transmitted at their own risk. Nevertheless, once The Pyjama Foundation receives a transmission, it will take reasonable steps to preserve the security of such information.

User Generated Content from Social Media Platforms

The Pyjama Foundation displays User Generated Content (UGC) from social media platforms including Facebook, Instagram, Twitter, TikTok, LinkedIn and YouTube on our Website and other digital platforms. The Pyjama Foundation does not claim to own any of the images, videos or content posted through these platforms. However, by posting to The Pyjama Foundation official channels or tagging @ThePyjamaFoundation, @PJ_Foundation, @pyjamafoundation, or using the hashtag #thepyjamafoundation, individuals hereby grant The Pyjama Foundation a non-

exclusive, royalty free, worldwide, revocable, non-transferable, perpetual licence to use, modify, delete from, add to, publicly display and/or reproduce an individual's content without limitation in any online media formats and through any social media channels, pages or accounts.

Social Media Advertising, Remarketing and Custom Audiences

The Pyjama Foundation may collect personal information as part of lead advertisements within social media platforms such as Facebook and Instagram. Such data collected, received or derived from any of The Pyjama Foundation's Facebook or Instagram ads (Facebook advertising data) will be managed in accordance with The Pyjama Foundation's Privacy Policy and Facebook's Policies as outlined here: <https://www.facebook.com/legal/terms>

Remarketing – The Pyjama Foundation may use remarketing services from third-party suppliers to help tailor advertising that it thinks may be of interest to users. These advertisements may appear on the Google search result pages, or across the internet on third party Websites including those within the Google Display Network, Facebook and Instagram. Cookies are placed by third-party vendors, including Google, on web browsers to track user behaviour and serve advertisements related to such behaviour. No identifiable information is collected through the use of Google's, or any other third-party remarketing service.

The Pyjama Foundation uses Facebook Custom Audiences to deliver advertisements to website visitors on Facebook based on information The Pyjama Foundation already has, such as an email address. The Pyjama Foundation also may use information associated with visitor social media accounts, such as demographics and other information about an individual to improve our marketing efforts. Find out more about Facebook advertising here: https://www.facebook.com/ads/about/?entry_product=ad_preferences or learn more about how to opt out of Facebook Custom Audiences here: <https://www.facebook.com/ads/preferences>.

Accessing and updating your personal information

The Pyjama Foundation keeps Personal Information as accurate, complete and up to date as necessary, taking into account its use and the interests of users.

Privacy Complaints

If an individual has a query or complaint about how The Pyjama Foundation manages their Personal Information, or would like to know more, please call the organisation on (07) 3256 8802 or email admin@thepyjamafoundation.com Alternatively, an individual can submit a complaint via The Pyjama Foundation's feedback complaints form here: <https://thepyjamafoundation.com/contact-the-pyjama-foundation/feedback-and-complaints/>

Policy Updates

The Pyjama Foundation may modify or update this Privacy Policy from time to time by publishing it on its Website, so please check back here for the latest version regularly.