

Privacy Policy

Our commitment to privacy

Sikh Youth Australia Limited (88 147 148 427) ("SYA") respects your privacy and is committed to managing and protecting your personal information in accordance with the Australian Privacy Principles ("APPs") set out in the Privacy Act 1988 (Cth) (the "Privacy Act").

This Privacy Policy explains how SYA collects, holds, uses and discloses your personal information and how you can gain access to that personal information. This Policy should be read in conjunction with our Terms and Conditions, and together these form the Terms of Use for this website.

Personal information we collect

Personal information generally means information or an opinion about an identified individual, or an individual who is reasonably identifiable, such as personal details (name, email etc.).

When you use this website, we may collect personal information about you in the following ways:

Communication with you

We may collect personal information in our communications with you, such as through your use of use "Contact Us" form, your use of the "Get involved" form, when you sign up for the SYA newsletter or log into the website using Facebook.

If you use the above mentioned contact channels, we will usually ask for your name and certain other contact details, alongside your question (if applicable). In order for us to be able to answer your question, please provide your email and/or phone number.

If you do not provide us with such information, we may be unable to, or choose not to, respond to your communications.

Donations

Without our donors and supporters, SYA would not be able to continue provide community services. We understand that supporting an organisation is a very personal decision and recognise the trust you are placing in us through your dealings with us. We do everything we can to maintain that trust. Under the law your rights to privacy are protected. The Privacy Act and general law place strict requirements on us to treat any information you provide to us as confidential.

SYA collects personal information to allow us to facilitate your donation to SYA on a once off or continuing basis. This information may include name, address, telephone numbers, date of birth, email address and bank/credit card.

If you do not provide us with such information, we may not be able to successfully receive your donation.

Event Registration

If you register for an SYA event through this website, we will collect personal information from you such as your name, home address, date of birth, contact details and potentially payment details for the purposes of processing payment.

If you do not provide us with such information, we may not be able to successfully register you for the event.

For event registration that is completed using a third party event registration service, the relevant Privacy Policy as published on their website will apply in respect of personal information collected by that third party (eg for Cvent the privacy policy detailed at <http://www.event.com/en/privacy-policy.shtml> shall apply as updated from time to time). Any such personal information collected by a third party and made available to SYA will be collected and stored in accordance with this Privacy Policy.

Cookies

This website collects information about visitors through cookies. Cookies are a small data file that will be collected in your web browser in order to track visiting information.

We also use cookies to analyse website statistics, such as pages visited and how long visitors stay there. They allow us to monitor use of the website in order to customise our services and products. Cookies will be stored in your cache until you delete them.

We do not presently associate such information with an identifiable person, and as such, the information so collected is not personal information.

If you do not wish to have cookies in your computer, you may configure your web browser to reject cookies or you may manually choose to delete cookies that have already been stored.

Anonymity

You may use this website without providing us with personal information, however as noted above, this may limit your ability access certain functions via the website. Where you choose to identify yourself for the purposes of purchasing a product or communicating with us, we require that you do not use a pseudonym.

Purposes for which we use personal information

We use the personal information we collect to respond to your communications, facilitate your registration for events, facilitating the collection of donations and for our non-profit community service purposes, such as to market, promote and improve our events, projects and services.

Opting out

Where we use your personal information to send you marketing and promotional information by post, email or telephone, we will provide you with an opportunity to opt out of receiving such information. By electing not to opt-out, we will assume we have your implied consent to receive similar information and communications in the future. We will always ensure that our opt-out notices are clear, conspicuous and easy to take up.

Disclosing personal information

If we have collected your personal information, we will only disclose your personal information to others with your permission or in the circumstances set out below:

- if we engage independent contractors and professional advisers to do work for us such as manage this website, run or coordinate promotions and assist in running events. We generally require these contractors and professional advisers to keep such personal information confidential, and to only use it for the purposes of providing goods or services to us. By providing us with personal information as set out above, you agree to our disclosure of your personal information to contractors and professional advisers who do work for us; and
- we may disclose personal information to our related entities, if we believe it is necessary to protect or prevent damage to our company's interests, enforce our legal rights, protect persons or property, comply with the requests of authorities under applicable laws (such as police or the courts), or as otherwise permitted by the Privacy Act.

We do not sell or lease personal information to third parties.

We comply with the Payment Card Industry standards when handling payment card transactions.

We generally hold your personal information in Australia, however in the future such personal information may be stored overseas. Some of the recipients to whom we disclose personal information may also be located outside Australia.

Sensitive and children's information

We will only collect sensitive information, including health information, from you or about you with your consent and use such information in accordance with the Privacy Act. Any sensitive information we collect is for the purpose of facilitating event registration and allowing us to satisfy any reporting requirements to facility providers such as the NSW Department of Sport and Recreation. By supplying sensitive or health information you will be taken to have given your consent to our collection of that information.

We have no intention of collecting any personal information directly from individuals under thirteen years of age unless required by facility providers or law, although parents or guardians may voluntarily provide us with information relating to their children. If we obtain information about any individual from a third party we will comply with the Privacy Act at all times. A parent or guardian may contact us at any time if they would like to update or remove information relating to their child from any record we hold.

Contact us

We take seriously the trust you put in us to properly collect, use and keep safe your personal information. You may also have a right to access and/or correct the personal information we have collected about you on request.

If you have any questions or concerns, or would like to access or correct any personal information we have collected, you can contact us by calling us on +61411081244, by email info@sikhyouthaustralia.com.

If you wish to make a complaint about our privacy handling practices, we ask that you send us your complaint in writing to the email address listed above. We will respond within a reasonable period.

We may change this Privacy Policy from time to time. This Privacy Policy was last updated in September 2014.