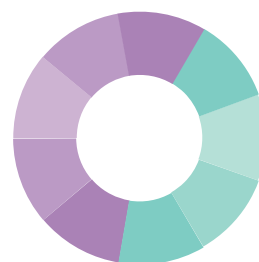


Privacy policy

V1.0

Last updated 15 June 2015



GAY
PARENTS
AUSTRALIA.COM.AU



TABLE OF CONTENTS

1.	About this privacy policy	3
2.	Information we collect and hold	3
3.	Cookies	3
4.	Your options not to provide your personal information	3
5.	How we handle your user-generated data	4
6.	How we use and disclose your personal information	4
7.	How we protect the security of your personal information	5
8.	How we ensure the quality of your personal information	5
9.	How you may access your personal information	5
10.	How you may correct your personal information	6
11.	Overseas transfer of your personal information	7
12.	How to lodge a concern or complaint	7
13.	How we dispose of your personal information	7
14.	How to unsubscribe from our email database	7
15.	Contacting us	7
16.	How we make amendments to this privacy policy	7
17.	For more information about privacy	8

1. ABOUT THIS PRIVACY POLICY

This privacy policy is our way of remaining open and transparent with you about how we collect, hold, and use your personal information, including:

- under what circumstances we may disclose or transfer your personal information to someone else
- your rights to gain access to, and seek corrections of, any of your personal information that we hold
- how to contact us about privacy matters.

This privacy policy applies to the information that we (Gay Parents Australia™) collect via any of our websites (including the Gay Parents Australia™ corporate website at www.gayparentsaustralia.com.au and the Pink Parents Hub™ website at www.pinkparentshub.com.au) and via any other form of communication between us, including via any of our social media pages. It forms part of our terms of use and membership terms.

2. INFORMATION WE COLLECT AND HOLD

When you join Pink Parents Hub™, we will ask you for your name and email address. This is so we can create your profile and send you essential information via email. You can elect to remain anonymous or use a pseudonym wherever possible. We may request other personal information such as your address, date of birth or telephone number so that we can deliver services or support to you. We may store this information for future internal reference. We may invite you to participate in surveys or market research from time to time. We won't use your name in connection with any information that you volunteer via these surveys or market research without your permission. We will use the data that we collect via these surveys and market research to improve the services we offer to you. We will never ask you to disclose your:

- political, religious or philosophical opinions, beliefs, associations or affiliations,
- racial or ethnic origin,
- memberships of any trade unions, or a professional or trade associations, or
- criminal records.

3. COOKIES

We use cookies to store information about your preferences so that we can tailor our websites to you for return visits and make our websites easier for you to use. Cookies will not identify you personally. If you would prefer not to receive cookies, you can alter your security settings on your web browser to disable cookies or to warn you when cookies are being used. However, disabling the cookie function in your web browser may impede your ability to use parts of our websites.

4. YOUR OPTIONS NOT TO PROVIDE YOUR PERSONAL INFORMATION

You can elect to remain anonymous or use a pseudonym wherever possible. However, while providing us with your personal information is optional, it may be necessary for us to deliver

services or support to you. Whenever it is optional for you to provide us with non-essential personal information, we will make this clear to you. When you provide us with your personal information, you are consenting to our storage, use and disclosure of that information as outlined in this privacy policy. We may from time to time run competitions or offer additional benefits to you and we may ask you to provide us with your personal details for these purposes. Providing us with this information is absolutely optional to you. However, if you do not provide your personal information to us we may not be able to contact you or give you access to the additional benefits. You may opt out of these additional communications at any time. Please email our Privacy Officer or write to PO Box 336, Currumbin, Queensland, Australia 4223.

5. HOW WE HANDLE YOUR USER-GENERATED DATA

Your user-generated data is all of the information that you volunteer via your Pink Parents Hub™ account. In using the features of your Pink Parents Hub™ account, you may be providing us with a wide range of information, including personal information and sensitive personal information. We do not request any such information from you, and in providing it to us you consent to us managing that information in a manner consistent with this privacy policy.

6. HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

When we hold your personal information it will be used for the following primary purposes:

1. to ensure the proper functioning of our websites,
2. to ensure the proper functioning of our business, and
3. to assist us with our auditing, marketing, planning, billing, product development and research requirements.

We will not use, disclose, or permit the use or disclosure of information that could be used to identify an individual member in any circumstances except:

- to ensure the proper functioning of our websites and our business,
- to communicate promotional offers and special events to you,
- where the law requires us, or authorises us, or a company holding data on our behalf, to do so, or
- where you have given express consent to us for a prescribed purpose.

We will not sell, distribute, rent, licence, disclose, share or pass your personal information onto any third parties, other than those who are contracted to us to keep the information confidential whether subject to a statute or a scheme which imposes similar restrictions to the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*, as amended, regarding the handling of personal information. Should a third party approach us with a demand to access your personal information, we will take reasonable steps to redirect the third party to request the information directly from you, wherever it is lawful and reasonable for us to do so. If we are compelled to disclose your personal information to a third party we will take reasonable steps to notify you of this in advance wherever it is lawful and reasonable for us to do so. As part of the proper function of our websites and business, we encourage members to share groups and information via invitations to other users. Although we will not share your personal

information, we may use your contact details in order to send you invitations or notifications that have been initiated by other members.

7. HOW WE PROTECT THE SECURITY OF YOUR PERSONAL INFORMATION

We may store your personal information electronically or in hard-copy form. We are committed to keeping your personal information secure regardless of the format in which we hold it and we take all reasonable steps to protect your information from misuse, interference, loss, and unauthorised access, modification or disclosure. However, you use our website at your own risk and we accept no responsibility, whether we are deemed to have been negligent or not, in the event of a security that affects your privacy. Note that no information transmitted over the internet can be guaranteed to be completely secure. However, we will endeavour to protect your personal information as best as possible but we cannot guarantee the security of any information that you transmit to us, or receive from us. The transmission and exchange of information is carried out at your own risk.

8. HOW WE ENSURE THE QUALITY OF YOUR PERSONAL INFORMATION

We will take all reasonable steps to ensure that:

- all the personal information that we collect from you is kept accurate, up to date and complete, and
- all the personal information that we use or disclose is, having regard to the purpose of the use or disclosure, accurate, up-to-date, complete and relevant.

9. HOW YOU MAY ACCESS YOUR PERSONAL INFORMATION

In most cases, you have the right to access the personal information that we hold about you. If you wish to access your personal information, please email our Privacy Officer at privacy@gayparentsaustralia.com.au or write to PO Box 336, Currumbin, Queensland, Australia 4223. We will deal with your requests for access to your personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use, may require further time to compile a response. We may charge you a reasonable fee for access if a cost is incurred by us in order to retrieve your information, but in no case will we charge you a fee for your application for access. Whenever a fee will be applied, you will be notified of how we calculated that fee or, where possible, the total amount that we will charge you. You will then have the option to decide whether to proceed with your access request. In some cases, we will refuse to give you access to the personal information that we hold about you. This includes, but is not limited to, circumstances where denying access is required or authorised by or under an Australian law or a court/tribunal order or where giving you access would:

- be unlawful,
- have an unreasonable impact on other people's privacy,

- prejudice an investigation of unlawful activity,
- reveal our intentions in relation to negotiations with you so as to prejudice those negotiations,
- prejudice enforcement related activities conducted by, or on behalf of, an enforcement body,
- reveal evaluative information generated within our business in connection with a commercially sensitive decision-making process.

We will also refuse access where the personal information relates to existing or anticipated legal proceedings, and the information would not be accessible by the process of discovery in those proceedings. Further, we will refuse access in the following circumstances:

- where the personal information relates to existing or anticipated legal proceedings, and the information would not be accessible by the process of discovery in those proceedings, or
- where your request is frivolous or vexatious, and where we reasonably believe that either of the following circumstances apply:
 - // giving access would pose a serious threat to a person's life, health or safety, or to public health or safety, or
 - // unlawful activity, or misconduct of a serious nature, is being or may be engaged in against Gay Parents Australia™ and giving access would be likely to prejudice the taking of appropriate action in relation to that unlawful activity or serious misconduct.

If we refuse to give you access we will provide you with reasons for our refusal, unless doing so would be unreasonable in the circumstances. We will also take reasonable steps to give you access in a way that meets your needs without giving rise to the reasons of our refusal. Further, we will provide details of how you may make a complaint about our decision. These mechanisms for accessing your personal information operate alongside, and do not replace, other informal or legal procedures by which you may be provided with access to your personal information.

10. HOW YOU MAY CORRECT YOUR PERSONAL INFORMATION

Should you suspect, or become aware, that the personal information we hold is inaccurate, out of date, incomplete or misleading, please email our Privacy Officer at privacy@gayparentsaustralia.com.au or write to PO Box 336, Currumbin, Queensland, Australia 4223. We will deal with your requests to correct your personal information as quickly as possible. Requests relating to a large amount of information, or information which is not currently in use, may require further time to compile a response. If we refuse to change the personal information as you request, we will provide you with reasons for our refusal, unless doing so would be unreasonable in the circumstances. We will also provide details of how you may make a complaint about our decision. Further, in case of our refusal, you may request that we take reasonable steps to associate, with the relevant information, a statement that you view it as inaccurate, out of date, incomplete or misleading. In the case we have corrected personal information about you, you may request that we take reasonable steps to give notice of the correction to any third party to which we have disclosed the inaccurate, out of date, incomplete or misleading personal information. These mechanisms for correcting your personal information operate alongside, and do not replace, other informal or legal procedures by which you may be provided correction of your personal information.

11. OVERSEAS TRANSFER OF YOUR PERSONAL INFORMATION

We may transfer your personal information to overseas recipients. However, we will seek your consent prior to disclosing your information if the overseas recipient is not regulated in a way that equally reflects the Australian Privacy Principles. We will take reasonable steps to ensure an overseas recipient does not breach the requirements of the *Privacy Act 1988 (Cth)*.

12. HOW TO LODGE A CONCERN OR COMPLAINT

If you have a concern about how we handle your personal information, it is important that you notify us as soon as possible so that we can address your concerns appropriately as the circumstances require. Please lodge your concern or complaint in writing by sending an email to our Privacy Officer at privacy@gayparentsaustralia.com.au or write to PO Box 336, Currumbin, Queensland, Australia 4223 and we will respond as soon as reasonably possible. Alternatively you may contact the Office of the Australian Information Commissioner with your concern. Information about lodging a complaint is available on the Office of the Australian Information Commissioner's website.

13. HOW WE DISPOSE OF YOUR PERSONAL INFORMATION

If we hold personal information about you that we do not need, we will take reasonable steps to destroy or de-identify that information unless we are prevented from doing so by law.

14. HOW TO UNSUBSCRIBE FROM OUR EMAIL DATABASE

To unsubscribe from our email database, you can use the unsubscribe option from within an email you receive from us or send us an email to privacy@gayparentsaustralia.com.au with "UNSUBSCRIBE" typed into the subject line of the email.

15. CONTACTING US

If you have any questions, concerns or ideas about how we could improve our privacy policy, please email our Privacy Officer at privacy@gayparentsaustralia.com.au or write to PO Box 336, Currumbin, Queensland, Australia 4223. Where you provide suggestions, materials or feedback it is considered non-confidential and we may, at our complete discretion, use it to improve our websites, services and/or how we handle personal information without any obligation to compensate you regardless of how we use, implement, copy, modify, display, distribute and/or otherwise benefit from your suggestions, materials or feedback.

16. HOW WE MAKE AMENDMENTS TO THIS PRIVACY POLICY

We are obligated to regularly review and update this privacy policy and reserve the right to do so at any time. Should any significant amendments occur, notification will be provided by publication on our website 14 days prior to the changes being implemented (the notice period)

unless the circumstances of the amendments makes it unreasonable to provide such a notice period. Your continued use after the notice period has lapsed indicates your consent to be bound by the amended privacy policy.

17. FOR MORE INFORMATION ABOUT PRIVACY

For further information about privacy in general, please refer to the Office of the Australian Information Commissioner's website.

Privacy policy last updated 15 June 2015.

