

# Project Vietnam Inc (PVI) - Privacy Policy

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## Privacy Act

The *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Privacy Amendment Act) made many significant changes to the *Privacy Act 1988* (Privacy Act). These changes commenced on 12 March 2014.

The *Privacy Regulation 2013*, made under the Privacy Act, also commenced on 12 March 2014.

Project Vietnam Inc (PVI) ("us", "we", or "our") operates <http://www.projectvietnam.com> ("Public Site") and <https://sites.google.com/site/pvimembers> ("Member's Site"), collectively known as "the Sites". This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Sites.

We use your Personal Information only for providing and improving the Sites. By using the Sites, you agree to the collection and use of information in accordance with this policy.

## Information Collection and Use

Personal Information is that information or opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained. As such personal information can include your name, address, age and contact details.

We only collect personal information which is necessary for us to perform our functions, that is, to:

- promote communication and mutual assistance within Project Vietnam Inc (PVI);
- provide a forum of exchange of information to members on the management and organization of PVI.
- provide information on upcoming social *and fundraising* events open to PVI members.
- provide information on details of forthcoming overseas projects.
- promote awareness of the overseas projects and achievements of PVI.

We will only collect Personal Information of people below the age of 18 with the consent of their parents or guardians.

## The kinds of personal information we hold:

The kind of personal information we collect and hold will depend upon the services you request from us. However, it may include:

- information provided to us as part of the process for applying for membership of PVI
- information you give us when you request information or a service from us (such as when you respond to a questionnaire or seek a publication). This information will include your name, address and contact details
- information we collect about individuals collected in the course of our promotion of *the PVI* in the community
- communications between us and you
- *information from third parties about you supplied with your consent e.g. police checks prior to trip participation*

*We will never disclose your information to a third party without your consent. The exception will be where we are required by law to do so*

## Website

We may also collect some information from you when you use our Sites, <http://www.projectvietnam.com> ("Public Site") and <https://sites.google.com/site/pvimembers> ("Member's Site"). Your use of the facilities and services available through our website will determine the amount and type of information which we collect about you. Some of this information will not be personal information because it will not reveal your identity.

The only personal information we collect about you when you use our website is what you tell us about yourself, eg. by

completing an online form when you complete a questionnaire or information you provide us when you send us an e-mail.

Donations made to PVI through the Public Site may be made via Paypal or Credit Card. All personal information gathered as part of this process will be used only for the purposes of processing the payment and not disclosed to any other party nor used for any other purpose.

## **Log Data**

### **Using and disclosing your personal information**

When we collect personal information we will let you know the purpose/s for which we are collecting the information.

Information collected by us will only be used for the purposes for which it was collected or to provide you with additional information about our services for example to provide you with information about future conferences and seminars.

We will never disclose your information to a third party without your consent. The exception will be where we are required by law to do so.

### **Access to your personal information**

You may obtain access to personal information held about you.

We will handle requests for access to your information as quickly as possible and you may request to be removed from our mailing list at any time. Any request to be removed from our mailing list will be actioned as soon as possible and an email notification of the removal from our mailing list will be sent to you.

To access your personal information please contact: [projectvietnam@hotmail.com](mailto:projectvietnam@hotmail.com). If you wish to raise a query or make a complaint about our use of your personal information please contact: [projectvietnam@hotmail.com](mailto:projectvietnam@hotmail.com). Mark your email: 'Attention: Webmaster'.

### **Our Use of Cookies**

When you visit our website, our server may attach a small data file called a "cookie" to your computer's memory.

Cookies are pieces of information that may be transferred to your computer's memory when you visit a website for record keeping purposes. Most web browsers are set to accept cookies. However, if you do not wish to receive any cookies you may set your web browser to refuse cookies. We use cookies to provide is with anonymous information on the use of our website and to know what you find interesting on our website. We do not link this information back to your identity or other information that you have provided to us. We do not store any information that identifies you inside cookies.

As most websites do we may track usage. In this circumstance, each time you visit our website a web server makes a record of your visit. Specifically it may record your:

- Internet provider
- date and time of your visit
- pages accessed and the documents downloaded
- search items entered
- referring URLs (universal locaters)
- Other statistics

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Links to Other Sites**

The “Public Site” provides a link to the “Members Site”. The “Members Site” provides a link to the “Public Site”.

Our Sites may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. PVI has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party sites or services. We strongly advise you to review the Privacy Policy of every site you visit.

## **Changes to This Privacy Policy**

PVI may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the Site. You are advised to review this Privacy Policy periodically for any changes.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us: Email: [projectvietnam@hotmail.com](mailto:projectvietnam@hotmail.com).

This Privacy Policy was last modified on 26 April, 2014.