

Human and Hope Association Incorporated

Privacy notice

This privacy notice describes how Human and Hope Association Incorporated (for the purpose of this privacy notice, "HHA Inc.") processes personal data in its activities. For all the data processing activities we follow the Data Protection Principles of the New South Wales Privacy Committee.

(I) What personal information do we use and why?

Our purposes when processing your data

HHA collects the personal data provided by you when interacting with us via our website or any other means. We record and use this data in order to achieve the following purposes:

- Processing donations;
- Sending you newsletters;
- Contacting you in regard to information you might be interested;
- Organising visits to Cambodia;

Categories of personal data we process

We process the following personal data categories on our clients:

- General contact information: name, surname, email, phone number, address;
- Travel information: passport number, travel preferences;

Special categories of personal data

Special categories of personal data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

As a rule, HHA Inc. does not process special categories of personal data. In the event such a situation happens, HHA Inc. will request the data subject's explicit consent or will anonymise the data, in order to not be traceable to the individual.

Personal data of minors

At HHA Inc. we pay special attention to the processing of personal data of minors that benefit from the programs designed for them, notably when providing them with quality education. In this aspect, we pseudonymise all personal data related to them and consistently ask for explicit consent from their parents or legal guardians when using images featuring them (e.g. in our annual reports, publications etc.).

(II) Storage, retention and erasure of personal data

We keep your personal information only as long as we need it for the purposes described in this Privacy Notice or purposes communicated to you via other means. This also applies for anyone that we share your personal information with and who carries out services on our behalf. Our retention periods are based on criteria that include legally mandated retention periods, pending or potential litigation, our intellectual property or ownership rights, contract requirements, operational directives or needs.

(III) Transfers of personal data and third parties

As a general rule, HHA Inc. shares your personal data with third parties in order to process donations (in this case, via World Relief Australia) and to organise our ethical tourism trips to Cambodia.

We also share personal data with our Cambodian branch of the association, on a need-to-know basis and to a limited number of staff, to manage everyday activities that require coordination.

(IV) Security of your personal data

To ensure the security of the data provided by you in the course of our services, we ensure the technical, legal and organisational means necessary to ensure a high level of protection of your personal data.

In this regard, special non-disclosure agreements are signed with all our staff and volunteers, in order to maintain the confidentiality of the provided information. Moreover, personal data is accessible only according to a need-to-know basis, for the staff that require the information in order to accomplish the purposes stated in this Privacy Notice.

(V) Your rights

Right to access your personal data

You can request, and are entitled, to obtain from us insight on the personal data we process, where it comes from and what we use it for. You can obtain information about how long we store your data and about who receives data about you. Your right of access may, however, be restricted by legislation, protection of other persons' privacy and considerations for our business and practices. Our know-how, business operations, as well as internal assessments and material may also as such be exempt from the right of insight. Shall such an exemption apply, you will be duly informed.

Right to rectification and erasure of data

If you have discovered that the personal information we have about you is incorrect, incomplete or irrelevant, you are entitled to have the data corrected or erased with the restrictions that follow from existing legislation and rights to process data.

Withdrawal of consent

If we process personal data based on your consent, you can withdraw your consent to disclose data at any given time. Please also note that we will continue to use your personal data if we have to fulfil a legal or contractual obligation.

(VI) Contact details and how to lodge a complaint

You are always welcome to contact us as a data controller, if you have questions about your privacy rights and how we register and use personal data. Our offices are located at 47/75-83 Windsor Road, Northmead 2152 NSW Australia and you can contact the responsible person by e-mail at sally@humanandhopeassociation.org.

Updates

We may revise this Policy from time to time by posting an updated version on our website www.humanandhope.org.