



Privacy Policy

Introduction

Queensland Trust for Nature values and protects the personal information it collects and is strongly committed to protecting an individual's right to privacy. Accordingly, Queensland Trust for Nature is committed to full compliance with its obligations under the *Privacy Act 1988 (Cth)*. This Privacy Policy describes our information handling activities under the requirements of the *Privacy Act 1988 (Cth)*. This policy is your guide to how we will handle personal information.

Personal information is information or opinions that are recorded about you where your identity is apparent, or able to be ascertained from the information provided.

1. Why we collect personal information

Queensland Trust for Nature collects only personal information that is necessary for its functions or services. The amount and type of personal information that Queensland Trust for Nature collects about you depends upon the nature of our relationship with you and your requirements. Queensland Trust for Nature holds personal information on its landholders (in order to carry out our Nature Refuge Program), donors (to support the work of the Trust), general supporters (to provide information about our services and projects), volunteers and staff.

2. What information we collect and how

The amount and type of personal information Queensland Trust for Nature collects about you depends on the nature of our relationship with you. We will not obtain personal information about you unless you choose to provide such information to us. Providing such information is strictly voluntary.

If you are a landowner or covenantor, we will collect information about your property that could identify you. If you are a volunteer we may obtain contact information from you which may be relevant in an emergency. Queensland Trust for Nature will generally collect personal information from you directly, for example, when you contact us to make a donation, sign up to our newsletter or register to attend an event. Our aim is to collect personal information lawfully, fairly and without undue intrusion.

If you contact us using our website we will collect the contact information you nominate, such as your name, e-mail address and/or telephone number. In addition to contact information, if you make a donation to us, or if you receive payments from us (as a contractor, partner or a volunteer being reimbursed for expenses) we will need to collect banking information from you to complete that process.

3. How we use your personal information and to whom it may be disclosed

Queensland Trust for Nature uses personal information it collects for the purpose for which it was collected or for a related purpose that you would reasonably expect. Where you have consented for us to use your personal information for another specific use, we may use it for that purpose.

If you subscribe to one of our email lists, we will only send you the kinds of information you have requested. We won't share your name or email address with any outside parties.



If you are a landowner or covenantor, Queensland Trust for Nature may make personal information collected from you that relates to the covenanting program available to its staff and agents, but only to the extent necessary for the covenanting program. Queensland Trust for Nature may also make personal information collected from you that relates to the covenanting program available to government bodies who may request information about covenanted properties in their regional area. The types of government bodies that may request information about covenanted properties are local councils, local Catchment Management Authorities, the Rural Fire Service or the Department of Environment and Heritage Protection (or its successors). Queensland Trust for Nature may also provide personal information to its agents, such as technology service providers, accountants, lawyers or external consultants. They will only hold personal information that is necessary to provide services to you or to Queensland Trust for Nature.

At times, Queensland Trust for Nature may be legally required to disclose personal information, for instance to the police, courts or other organisations that are authorised under law.

4. Online Profile Updates and Donations

If you subscribe to online updates from Queensland Trust for Nature we may use your contact information to send further information about our activities or to contact you but only if we believe that it reflects your interest in Queensland Trust for Nature and conservation. You may always opt-out of receiving future mailings; see the "Opt Out" section below.

5. Security of Personal Information

Queensland Trust for Nature is committed to protecting the personal information it holds from misuse, loss, unauthorised access, modification or disclosure.

Queensland Trust for Nature will responsibly and securely destroy or de-identify personal information when it is no longer needed, in line with its legislative obligations.

6. Opt-Out or Change Your Contact Information

To opt-out of communications from Queensland Trust for Nature you can unsubscribe by selecting the 'unsubscribe' link at the bottom of our email communications, or alternatively email info@qtn.org.au or phone 07 3172 8225 and request to be removed from future communications.

7. Complaints

If you consider that your privacy has been breached or interfered with in any way you can make a complaint by contacting Queensland Trust for Nature on 07 3172 8225, email info@qtn.org.au or address your concerns in writing to:

Nerida Bradley,
Executive General Manager, Queensland Trust for Nature
GPO Box 162
Brisbane Q 4001