

# Our Privacy Policy

The Women and Infants Research Foundation (WIRF) is committed to protecting your privacy online. We hope the following Privacy Policy will help you understand how the WIRF website collects, uses, and protects the personal information you provide on our web site.

By using the WIRF website, you signify your acceptance of this Privacy Policy. We may change this Policy from time to time so please check back periodically.

Should you have any questions regarding our Privacy Policy, please contact us via email at [info@wirf.com.au](mailto:info@wirf.com.au) or by post at WIRF, Carson House, King Edward Memorial Hospital, 374 Bagot Road, Subiaco, WA 6008.

## What and when do we collect personal information?

Personal information describes the details we have to identify you. It can include your name and partners name, baby's name and date of birth, email address, postal address, telephone number, fax number and credit/debit card details.

When you browse our website, you do so anonymously excluding information retained from 'cookie' technology- see below. We do not collect personal information when you browse our website, unless you choose to provide such information to us. Providing such information is strictly voluntary.

We do collect personal information when you ask about our activities, register with us (for example, registering for events), order products and services (such as baby photos, publications and newsletters), make a donation to us, or otherwise give us personal information.

## How do we use your personal information?

We use your personal information to give you the information, products or services you ask for. We also use your information for administrative purposes, or to update you on WIRF's activities or fundraising campaigns. If you do not wish to receive this communication from us, please let us know by email at [info@wirf.com.au](mailto:info@wirf.com.au)

We may sometimes need to share your information with our service providers, trading companies, and associated organisations (who work with us to get the information you ask for).

WIRF stores your personal information in our Donor Management database which is accessible only by authorised personnel. Your personal information is not shared with third parties or used in any other way (other than described in this Policy or as required by law) unless you agree.

We reserve the right to share your personal information if we are legally obliged to and to enable us to apply our terms and conditions and other agreements. This includes exchanging information with other organisations for fraud and credit risk reduction.

Unfortunately, no data transmission over the Internet is 100 percent secure. As a result, while we try to protect your personal information, WIRF cannot guarantee the security of any information you transmit to us and you do so at your own risk. When we collect your personal information we use strict procedures and security features to prevent unauthorised access.

### How we use 'cookies'

WIRF uses 'cookies' to give you a more personalised web service and improve your experience of our website. A 'cookie' is a small text file we pass to your computer's hard disk through your web browser so the website remembers who you are when you return.

When you browse our site, 'cookies' tell us the following information about you;

- the name of the domain from which you access the Internet;
- the pages you visit on our site;
- the date and time you access our site; and
- the internet address of the website from which you linked to our site.

This information is used only to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors. No personal information, as described above, is collected when you browse our site.

Specifically, a cookie will be sent to your computer when:

- you click 'remember me' on registering (so that our website can identify you when you revisit);
- you register for an event;
- you order from our online shop; or
- you make a donation.

WIRF never uses cookies for any further tracking of the user, advertising or other unrelated activities other than those listed above. As a wider privacy protection measure, we suggest you do not select the 'remember me' box if you use a shared computer (for example, if you access the internet at an internet café or at a university).

## **Sending us an email**

You may decide to send us personally identifying information, for example, in an email containing a question or comment. We use personally identifying information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest. If you sign up for one of our email or mailing lists, we will only send you the kinds of information you have requested. We will not share your name or email address with any outside parties.

## **Use of links**

This website contains links to external websites and may contain views or recommendations of third parties, hypertext links, frames or other references to other parties and their websites. WIRF cannot control the contents of such material, hypertext links, frames or other references, and does not warrant or accept any legal liability whatsoever arising from or in connection with, the accuracy, reliability, currency or completeness of any material contained on any linked site.

Links to external websites do not constitute an endorsement or a recommendation by WIRF of any material on those sites or of any third party products or services offered by, from or through those sites. It is the responsibility of the user to be aware of which organisation is hosting the website they are visiting and to make their own decisions about the accuracy, currency, reliability and correctness of information contained in that linked site.

Creating a text link from your website to our site does not require permission. If you have a link you would like us to consider adding to our website, please send an email to [info@wirf.com.au](mailto:info@wirf.com.au) with the subject 'link request.'

## **Virus and internet Warning**

WIRF applies a range of security controls to protect its website from unauthorised access. However, users should be aware that the internet is an insecure public network that gives rise to a potential risk that a user's transactions are being viewed, intercepted or modified by third parties or that files which the user downloads may contain computer viruses, disabling codes, worms or other devices or defects.

WIRF accepts no liability for any interference with or damage to a user's computer system, software or data occurring in connection with or relating to this website or its use. Users are encouraged to take appropriate and adequate precautions to ensure that whatever is selected from this site is free of viruses or other contamination that may interfere with or damage the user's computer system, software or data.

# Disclaimer

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