

# Personal Information Collection Notice

City of Logan Charitable Trust Limited

Policy Details	
Date adopted	20 October 2023
Date for review	2 years from the date of adoption
Related documents	Information Privacy Policy
Collection Notice owner	City of Logan Charitable Trust Limited Board of Directors

## Personal Information Collection Notice

Personal information collected by the City of Logan Charitable Trust (the Trust) is protected by the Privacy Act 1988 (Cth) (Privacy Act).

The Trust complies with the Australian Privacy Principles contained in the Privacy Act in handling personal information collected from charities, donors, supporters, and other stakeholders.

The Trust has developed a privacy policy to protect your privacy and is available on request, and on our website. Our Privacy policy helps you to understand why and how we collect and use personal information and what to do if you have questions or wish to correct personal information, we hold about you. It also contains information about how you can complain about our privacy practices or our handling of your personal information and how we will deal with your complaint.

We may collect information in a number of ways: directly from you (for example, when you visit our website or contact us by telephone); from third parties (charitable organisations); and from fundraising events held by or on behalf of the Trust.

The primary purpose for collecting personal information from individuals is to give effect to the Trust's philanthropic activities including planning, funding and receiving donations, engaging with supporters, undertaking research and evaluating our services, and the services of charities we support. The information we collect will depend upon your relationship with the Trust. A collection notice will be given to you setting out these uses prior to the time we collect information. Wherever possible the Trust uses information in a de-identified form. Personal information will not be disclosed to third parties without your consent, except where disclosed, permitted or required under the Privacy Act.

We may also store personal information in the Trust's record management system. You can update your personal information, communication preferences, including the type of information that you receive from the Trust by emailing us at [enquiries@cityoflogancharitabletrust.org.au](mailto:enquiries@cityoflogancharitabletrust.org.au).

We collect your personal information to enable us to process your grant application or donation, communicate with you about your grant application or donation and engage with you to inform you about our programs which we think you may be interested in. If you wish to remain anonymous or use a pseudonym when making a donation, you may do so by contacting us at [enquiries@cityoflogancharitabletrust.org.au](mailto:enquiries@cityoflogancharitabletrust.org.au).

## Document Control

The creation and amendment history of this policy is as follows:

Version Number	Description of Change	Author	Date
1.0	Creation	Sohana Maharaj	15 August 2023