

FR&C Privacy Policy

Current at 29th December 2016

**Fundraising Research & Consulting Pty Ltd as trustee for the Beacon Consulting Unit Trust,
ABN number 74 702 962 853**

Information you send to us about you

By using the FR&C website, or by providing any personal information to FR&C, you consent to the collection and use of your personal information as set out in this Privacy Policy.

Information (including contact details) that you supply to us about you, whether via our website, by email, or by other means, will be stored by us in password protected locations or on our secure server.

We will use this information for the purposes of communicating with you for any business we are conducting with you, and to inform you about our services. This may include adding you to our mailing lists. You may opt out of our mailing lists at any time by emailing us at info at fundraisingresearch.com.au (the 'at' is disguised to reduce our inbound spam email)

We will not disclose your contact information to anyone who is not an employee or contractor of FR&C unless we have your permission to do so, or are required to do so by law. You may ask us to delete your contact information at any time by emailing us at info at fundraisingresearch.com.au (the 'at' is disguised to reduce our inbound spam email)

Our use of your information will accord with applicable legislation.

If we undertake work for you, we may name your organisation in a list of clients that we produce and disclose from time to time, unless you request us in writing not to do so.

We do not use website cookies to gather information.

Data containing personal information which you send to us for WealthScan screening or for other purposes

Use of our WealthScan service and some of our other services require that you send us data for the purposes of the services.

We will sign a confidentiality agreement with you prior to receipt of any such data.

As per this confidentiality agreement:

-) All data that you send to us remains your property.
-) We will provide, via a third-party provider, a secure file-sending service for receipt of data from you and return of results to you.
-) Data sent to us by you will be treated in confidence.
-) Our use of your data will accord with applicable legislation.

- J Data supplied for screening will be stored on our secure server for the duration of the work.
- J No part of your data will be disclosed to anyone who is not an employee or contractor of FR&C, either physically or verbally, unless we are required to do so by law.
- J Your data will not be transferred or held by us outside Australia
- J We will delete both the data you send to us, and the 'Reason for Inclusion' (RFI) report we send to you, from our server within an appropriate time from conclusion of the work.

If you are using other FR&C services which do not require you to supply potentially confidential data to us for the purposes of the service (eg where you supply for profiling a name only, with no identifying data) this information may be stored in local password-protected folders for the duration of the work. Identifying data (eg the person's address) may also be stored temporarily in these local password-protected locations only while we ensure we have correctly identified the person, after which it will be deleted or moved to our secure server.

Information or data we supply to you

We may supply information or data on individuals, companies, or trusts and foundations to you as part of our services, either directly or via subscription services.

Any such information or data supplied by us to you will be from publicly available information sources only.

Our use of publicly available information will accord with applicable legislation.

Information we gather from the public domain

FR&C gathers information from publicly available third party sources; this information may typically include publicly available information on wealth, charitable donations, board and committee roles etc of individual people.

We gather this information to provide services to not for profit and other fundraising organisations to assist them in their fundraising, and elements of the information gathered are shared with these organisations.

Data is held on a secure server and is not normally transferred outside Australia. We may occasionally supply information on request to clients in other countries, normally in the UK only. Transfer of data to client organisations is by secure file transfer only.

Accessing or correcting your personal information

Any individual who wishes to access the information we hold about them may make a Personal Information Request, initially by emailing us at info@fundraisingresearch.com.au (the 'at' is disguised to reduce our inbound spam email)

If you have any questions about this Privacy Policy, if you wish to update information we hold about you or if you wish to make a complaint about our collection, use or disclosure of your personal information under this Privacy Policy, please contact us in the first instance via email on info at [fundraisingresearch.com.au](mailto:info@fundraisingresearch.com.au), or by phone on 02 8003 7337.

For further information on the Australian Privacy Principles you can visit the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au