

## Privacy Policy

Friends of Parks Queensland Incorporated (FoPQ) is dedicated to safeguarding the privacy of your information. We deeply appreciate the individuals and organisations that generously donate their time, resources, or funds to support our cause. Our Privacy Policy outlines the information we collect via our website, personal correspondence, donations, sponsorship, and volunteer activities.

FoPQ adheres to the Australian Privacy Principles established by the Office of the Australian Information Commissioner under the *Privacy Act 1988*. We collect only the necessary personal information required for the operation of our organisation and services, as detailed below.

### Website

FoPQ may record your visit to our website ([www.friendsofparksqld.org](http://www.friendsofparksqld.org)) and log the following information for internal statistical purposes:

- Date and time of website visit
- Pages accessed and documents downloaded
- Previous webpage visited before linking to FoPQ's website
- Your server's address

Please note that our website contains links to external webpages, each with its own privacy policy.

We do not collect or store information that identifies users or browsing activities through our website, unless required by a law enforcement agency under legal authority to access Intrusion Prevention System logs.

### Cookies

Cookies are small text files stored on your computer or mobile device when you visit a website. They enhance website functionality and enable features such as security, network management, and accessibility. FoPQ does not control how cookies are distributed or stored on your device. You can adjust your cookie preferences at any time through your internet browsing settings.

### Newsletter

By subscribing to our newsletter, you provide your name and email address, which we collect upon sign-up.

### Member Group Applications

Prospective member groups are requested to provide information about their organisation, activities, and the contact details of spokesperson/s. This information helps us assess the eligibility of the organisation for member group status and determine how best to support them. Information may be shared with the Department of Environment, Science and Innovation but will not be disclosed to additional third parties without the spokesperson's consent.

### Donations and Sponsorship

We deeply value our donors and handle routine donations through PayPal, which has its own separate Privacy Policy. Individual or corporate sponsorships can be arranged by contacting [admin@friendsofparksqld.org](mailto:admin@friendsofparksqld.org). Information collected helps us issue donation receipts and is not shared with third parties without prior consent.

### Use of Donor Information for DGR and Reporting Purposes

As a registered Deductible Gift Recipient (DGR), FoPQ may be required to collect and retain donor information for the purpose of issuing tax-deductible receipts and meeting our obligations under Australian taxation and charity regulations. This information may include your full name, contact details, donation amount, and date. We retain this information in accordance with the Australian Taxation Office (ATO) record-keeping requirements and do not share it with third parties without your consent, unless required by law.

### Public Recognition of Donors

We may seek your consent to publicly acknowledge your donation. This will only occur with your permission, and you may choose to remain anonymous.

### Privacy Changes

Our privacy policy undergoes annual reviews. This version is accurate at the time of publication.

### Contact Us

If you have any queries or concerns regarding our policies, please email us at [admin@friendsofparksqld.org](mailto:admin@friendsofparksqld.org).