**Last Updated: 15 October 2018**

**GARAGE SALE TRAIL FOUNDATION LTD**

**GROW IT LOCAL**

**PRIVACY POLICY**

### Garage Sale Trail Foundation Ltd (ACN 154 116 515) (/ we/ us/our) collects information about you when you use our services and through other interactions with us.

### We take the protection of your personal information seriously, and we are committed to upholding our obligations under the *Privacy Act 1988 (Cth)* (Privacy Act), and the Australian Privacy Principles.

### This Privacy Policy sets out the non-personal and personal information we collect from you, the way in which we collect, use and secure that personal information, the way in which you can access and correct your personal information, and what complaint procedures are available to you if you feel we have breached the Privacy Act.

### What Personal Information do we collect

Visitors to the Grow It Local website at www.growitlocal.com and participants of Grow It Local events and services, choose to interact with us in ways that require us to gather personal information. The amount and type of personal information that we gather depends on the nature of the interaction. For example, if you decide to register to participate in a Grow It Local event, then we ask for your name, address, age, email address and contact number. If you email or telephone us, we may also collect your name, address, email address, phone numbers. Also, we may also collect answers you provide to questions we ask and other information in relation to your dealings with us.

If you apply for employment with us, we may also collect information for the purpose of considering your application including your qualifications and resume as well as reference information from your nominated referees. If you are an individual contractor to us, we may also collect information relevant to your engagement with us including qualifications, work history, resume, reference information from your nominated referees, bank details, feedback from supervisors and training records.

We also use social media platforms such as Facebook, Twitter and Instagram to distribute news, announcements, promotions, blogs and information about our services. If you submit or post comments, images, recordings or other personal content for public display on the social media platforms, or on our website, that information may be available for anyone in the world to view and/or comment on. You are encouraged to read the separate privacy policies of those social media platforms. We are not responsible to you for the information handling of those social media platforms.

Except as described in this section, we do not require you to disclose any sensitive information (e.g. details of race, religious belief, sexual orientation or membership of a trade union) to us. If you do provide us with sensitive information for any reason, you consent to us collecting that information and using and disclosing that information for the purpose for which you disclosed it to us and as permitted by the Privacy Act and other relevant laws.

### How do we collect your personal information?

We collect personal information in a number of ways, but namely:

1. directly from you when you provide it to us or our agents or contractors, for example when you participate in a survey that we conduct;
2. via our website or when you deal with us online (including through our social media pages);
3. from third parties (for example, from referees if you apply for a position as an employee or contractor with us).

### For what purposes do we collect, use and disclose your personal information?

Generally, we collect, use and disclose personal information so that we can interact with you in connection with our events and services.

We may use or disclose your personal information:

1. for the purposes for which we collected it (and related purposes which would be reasonably expected by you);
2. for other purposes to which you have consented; or
3. as otherwise authorised or required by law.

Some of the specific purposes for which we collect, use and disclose personal information are:

1. responding to enquiries or complaints about us (including via our websites or via an email or other correspondence you send to us);
2. providing you with further information about us and our commercial or Council partners
3. to contact you about any marketing or promotional purposes in connection with our services including promotions, events, competitions or special offers about our services, or those of our commercial or Council partners;
4. to administer rewards, surveys, competitions or other promotional activities or events conducted, sponsored or managed by us or our business partners;
5. enabling us to provide the services to you
6. for our own internal business operations, including optimising or bettering our services to you, or analysing and better understanding our customer base.
7. to verify your identity, address and age or eligibility to participate in a marketing activity;
8. to consider you for a job with us (whether as an employee or contractor) or in the context of other relationships with us;
9. to contact you regarding the above, including via electronic messaging such as SMS and email, by mail, by phone or in any other lawful manner.

If you send us a request (for example via a support email or via one of our feedback mechanisms), we reserve the right to publish it in order to help us clarify or respond to your request or to help us support other users or participants.

Generally, you have no obligation to provide to us any personal information requested by us. However, if you choose to withhold requested personal information, we may not be able to do provide you with the services requested or allow you to participate in the marketing activities that depend on the collection of that information

We will hold personal information as either physical records; electronic records on our servers; or electronic records on our web servers, which are hosted by Amazon Web Services. We take all measures reasonably necessary to protect against the unauthorized access, use, alteration, or destruction of potentially personal and personal information.

You may at any time, request to “opt out” of receiving any marketing or promotional material from us by following the unsubscribe instructions at the bottom of each email or contacting our Privacy Officer.

### Disclosing Personal Information

We may disclose your personal information to:

1. our employees, contractors, and affiliated organisations and partners of our events (including without limitation, local authorities and councils) that need to know that information in order to process it on our behalf or to provide services available on our website or assist us to provide services or promotions to you; or
2. to governmental bodies and agencies, in the event we reasonably believe you have engaged in any unlawful activity, or otherwise to the extent permitted under the Privacy Act;
3. to other persons when we otherwise notify you, and you consent to the disclosure.

### Does personal information leave Australia?

We may disclose personal information outside of Australia to service providers (who provide data storage services or who provide a platform for mail-outs, like Mailchimp and Autopilot). The countries that those service providers are located include the USA.

### Accessing Personal Information and Making Complaints

You have a right to request access to your personal information and to request its correction from us. You are also entitled to complain if you believe that your privacy has been compromised or if we have breached the Privacy Act.

If you would like to access or correct personal information held about you, or if you want to make a complaint about an alleged breach of the Australian Privacy Principles, you can do so by contacting our Privacy Officer by emailing at privacy@growitlocal.com or by post at Level 1, 116 Chalmers Street, Surry Hills NSW 2010.

We will attempt to respond to you in writing within a reasonable period of time, informing you of our decision in relation to your complaint. If you believe that your complaint has not been satisfactorily resolved, then you can access an external dispute resolution service (if applicable) or apply to the Office of the Australian Information Commissioner (OAIC) to have the complaint heard and determined. When we write to you about our decision, we will explain how you may access an external dispute resolution scheme (if applicable) or make a complaint to the OAIC.

### Website Visitors

Like most website operators, we collect non-personal information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. Our purpose in collecting non-personal information is to better understand how our visitors use our website. From time to time, we may release non-personal information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

We also collect potentially personal information like Internet Protocol (IP) addresses. We do not use such information to identify our visitors, however, and do not disclose such information, other than under the same circumstances that we use and disclose personal information in this Privacy Policy.

### Aggregated Statistics

We may collect statistics about the behaviour of visitors to our websites. For instance, we may reveal how many downloads a particular material got, or say which plugins are most popular based on checks from our  web service used by us to check for new versions of plugins. However, we do not disclose personal information other than as described in this Policy.

### Cookies

A cookie is a string of information that a website stores on a visitor’s computer, and that the visitor’s browser provides to the website each time the visitor returns. We use cookies to help us identify and track visitors, their usage of our website, and their website access preferences. Visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using our website, with the drawback that certain features of our websites may not function properly without the aid of cookies.

### Privacy Policy Changes

We may amend this Privacy Policy from time to time, but when we do, we will use our best efforts to notify you, which may be by placing the updated Privacy on our website or emailing you to the email address on your account with us. Please look at the Last Updated date at the top of this Privacy Policy as published on our website. Your continued use of the website and services provided by us after any change in this Privacy Policy will constitute your acceptance of such change.