

PRIVACY POLICY

This Privacy Policy (**Policy**) explains how It's Not Funny Limited ABN 58 631 983 (**It's Not Funny, we, our or us**) and any website we operate (**website**), collects, handles, and protects your personal information.

By providing personal information to us, you consent to our collection, use and disclosure of your personal information in accordance with this Policy.

What is personal information?

Personal information means information or an opinion about you which identifies you (or from which you can reasonably be identified), or as otherwise defined by applicable privacy law. It does not include information that is de-identified (anonymous data).

Why do we collect personal information?

We collect and handle personal information about you when it is reasonably necessary for or related to our business activities, the services we provide, or as otherwise required or permitted by law. This may include one or more of the following purposes:

- to contact and communicate with you;
- for internal record keeping; and
- for marketing.

What type of personal information do we collect and hold?

The personal information collected depends on the dealings you have with us.

The type of personal information we collect may include the following:

- a person's name, address, phone number or email address;
- a photograph of a person; and
- a video recording of a person, for example, a recording of an event or interview.

How is personal information collected?

We will normally only collect personal information directly from you when you provide it to us including:

- via our website or our social media pages;
- by correspondence including email, post or phone;
- when you attend our events, complete a form or survey;
- from other publicly available sources; and
- if you provide feedback or make a complaint to us.

Website Visitors

We may collect personal information about you when you use and access our website. While we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit and the IP address assigned to your computer.

We may also use 'cookies' or other similar tracking technologies on our website that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, TV, mobile phone, or other device. They enable us to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser, but our websites may not work as intended for you if you do so.

Third Parties

We may sometimes collect personal information about you from other sources, for example our third-party suppliers and contractors who assist us to operate our business (such as a third-party payment gateway). We only collect and use personal information for the purpose for which you provided it to us or otherwise as stated in this Policy.

Security of personal information

We are committed to ensuring that the information you provide is secure. We take all reasonable and appropriate steps to protect your personal information from misuse, interference and loss, and unauthorised access, modification, or disclosure.

Where we store your personal information depends on what interaction you have had with us. These include electronic databases and email databases for marketing communications.

We will only store your personal information for as long as required for the purposes for which it was collected, or as otherwise required by law. We will delete or destroy your personal information when it is no longer required for the purposes for which you gave it to us or you have requested that we delete it, and we are not legally required to retain it.

Disclosure of personal information

We will not disclose personal information to any third parties, other than in accordance with this Policy, without your consent. We may disclose personal information for purposes that include:

- providing our products and services to you; and
- where required or authorised by law.

Access and accuracy of personal information

You can access the personal information we hold about you by using the details set out below. Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. In order to protect your personal information, we may also need to verify your identity before releasing the requested information. An administrative fee may be payable for the provision of information.

It is important to us that your personal information is up to date and we will take reasonable steps to make sure it is accurate and complete. If you find that the information we have about you is not up to date, or is inaccurate, please advise us as soon as practicable so we can update our records to ensure the continued provision of quality services to you.

Unsubscribe or opt-out

To unsubscribe from our e-mail database, or opt out of communications, please contact us using the details set out below or by using the opt-out facilities provided (e.g. an unsubscribe link).

Changes to this Policy

We may change this Policy from time to time by publishing changes to it on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

Contact us

If you have a question or comment regarding this Policy or wish to make a complaint or exercise your privacy rights, please contact us at:

It's Not Funny Limited
1/20 Alfred Street
MILSONS POINT NSW 2061
Australia

hello@itsnotfunny.org
www.itsnotfunny.org

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