



Privacy Policy for The Cova Project Limited

1. Purpose

The Cova Project is committed to protecting the privacy of personal information which it collects, holds and administers. Personal information is information which directly or indirectly identifies a person. The purpose of this document is to provide a framework for dealing with privacy considerations.

2. The Objectives

The Cova Project collects and administers a range of personal information as part of fund-raising activities in Australia and as part of evaluating pilots of cup distributions with local partners across Africa. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The Cova Project recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other.

The Cova Project is bound by laws which impose specific obligations when it comes to handling information.

3. Scope

This policy applies to the board members and staff of **The Cova Project**, volunteers supporting **The Cova Project** and any partners of **The Cova Project or Cova Affiliate Platform**.

4. Policy

The Cova Project has adopted the following principles as minimum standards in relation to handling personal information.

The Cova Project will:

- Collect only information which the organisation requires for its primary function;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and



- Provide stakeholders with access to their own information on request, and the right to seek its correction.
- Ensure **The Cova Project** does not directly send any Australian information overseas and ensure that any overseas providers of a service are as compliant with privacy as **The Cova Project** is required to be.
- Ensure the data is as up to date, accurate and complete as possible
- Securely destroy personal information once it is no required for the purpose it was collected
- Will use personal information for direct marketing where a person would reasonably expect it to be used for that purpose, and only for the primary functions of **The Cova Project**. An unsubscribe option will always be offered and actioned is requested.
- Will make this policy freely available on the Cova Project website.

5. Compliance with this policy

The Cova Project Board of Directors, and any volunteers supporting **The Cova Project** are expected to comply with both the spirit and the details of this policy.

Contacts

For questions about this policy, contact the board or the company secretary at contact@thecovaproject.com

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