

Privacy Policy

The Sydney Library of Things Incorporated (“**We**”) recognises the importance of your privacy and we are committed to protecting personal information about you, which we hold.

Personal information collected by The Sydney Library of Things Incorporated is protected by the Privacy Act 1988 (Cth).

What Information Do We Collect?

The Sydney Library of Things Incorporated collects personal information about individuals who are employees, volunteers, consultants, service providers, donors, borrowers and members of the organisation.

Whenever We collect personal information, we will identify ourselves as The Sydney Library of Things Incorporated and generally we will advise why we are collecting personal information when we collect it and how we plan to use it.

If you decide to be a Volunteer, Borrower or Member of The Sydney Library of Things Incorporated, we may ask you for further information that may be used to contact you again about the work of our organisation. You may request at any time for that we do not contact you again.

The type of personal information We usually collect, and hold includes names, addresses, telephone numbers, email addresses, dates of birth and identification information. If you are a borrower we will collect credit card information.

Data Accuracy

We will take reasonable steps to ensure that your personal information is accurate, up to date and complete whenever we collect or use it. If your data changes, then you are responsible for notifying us of these changes so that we can keep your details up to date.

You may contact us at any time to update your personal information or to inform us that the information is inaccurate or incomplete.

How Do We Use Personal Information?

We will only use your personal information for the purpose in which you have provided it or where we are required or authorised to do so by law. Generally, your personal information will be used to carry out the functions and activities of the organisation.

These may include:

Providing you with a service such as a benefit, support, or recognition
Communicating with you about our services, programs, promotions, partners, benefits etc.

Ensuring our borrower, member and volunteer database is current and correct
To assist in understanding and improving our operations
Responding to your feedback or complaints
Answering queries

To deliver these services, functions, or activities we may share your information with third parties for this purpose.

Security of Your Personal Information

We regard the security of your personal information as a priority and will take all reasonable precautions to safeguard your personal information from loss, misuse, unauthorised access, modification, or disclosure.

We currently use GoogleDrive by Google to store files and information; MyTurn to power its catalogue; Stripe to collect online payments. The privacy and/or data security policies of these providers are linked below*.

* 3rd-party privacy and/or data security policies the information security practices of Google are available at <http://www.google.com/policies/privacy/#infosecurity>.
The privacy policy of MyTurn is available at <https://myturn.com/privacy/>
The privacy policy of Stripe is available at <https://stripe.com/us/privacy/>

Contact Us

If you have any questions about privacy-related issues or wish to lodge a complaint about a breach of this policy, please contact us by emailing us at info@thesydneylibraryofthings.org.au