



**Partners in Aid**

AUSTRALIA

## PRIVACY POLICY

### Version control & review

| Version | Date         | Distribution   |
|---------|--------------|--|
| 1.0     | <2015        | Board members; website link  |
| 2.0     | June 2016    | Board members; Committee members; Partner Organisations, website link                          |
| 3.0     | January 2018 | Board members; Committee members; Partner Organisations, website link; Social media Volunteers |
| 4.0     |              |  |

## 1. Background

Partners in Aid partners with local NGOs with a track record of effectively helping local communities to improve their health and well-being. One or more carefully selected projects being implemented by each of these partner organisations is fully or partially funded by monetary contributions sent by Partners in Aid.

To contribute to the funding of overseas projects, Partners in Aid is dependent on contributions made by members and donors, and fundraising events. To effectively manage such contributions, records involving some personal information must be kept. However, Partners in Aid is committed to ensuring that no personal information that comes to Partners in Aid is kept, used or disclosed in a manner contrary to the wishes of the person concerned.

Electronic records of the names, home and email addresses, and phone numbers of members, donors and recipients of Partners in Aid funds are kept for administrative purposes only.

## 2. Purpose

This policy document outlines the responsibilities and commitment of Partners in Aid with respect to the collection, storage, use and disclosure of personal information.

Personal information includes any information or opinion about an identified individual or an individual who is 'reasonably identifiable'.<sup>1</sup> It may be verbal, written, or photographic.

### 3. Scope

This policy applies to all information, images, stories, collected for research, evaluation or and donor and supporter purposes. It applies to:

- all aspects of record keeping and handling; disclosure of any personal information by Partners in Aid,
- access to personal information by and Board members, Special Advisors and/or volunteers, and
- use of personal information in written or photographic form in any brochures, newsletters or other publications.

It is intended also to re-enforce procedures outlined in the Partners in Aid Child Safeguarding Policy.

### 4. Procedures

#### 4.1 General

4.1.1 Partners in Aid is bound by the Commonwealth Privacy Act 1988. A summary of the National Privacy Principles derived from the act can be found at:  
<http://www.privacy.gov.au/materials/types/infosheets/view/6583>.

A summary of the Australian Privacy Principles can be found at:  
<https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles>.

4.1.2 An up-to-date version of the Privacy Policy will be maintained on the Partners in Aid website where it can be accessed by anyone wanting to know how personal information is stored, used and disclosed. Reference to the policy on the website is also made on the donations page of the Newsletter.

4.1.3 Partners in Aid only collects information for the conduct of its mission in accordance with its guiding principles. Board and committee members and volunteers will only be able access information they need to fulfil their responsibilities carrying out Partners in Aid business.

4.1.4 No private information collected by Partners in Aid will be disclosed publicly without prior, informed consent.

4.1.5 All donors and members will be given the choice to opt-out from any data files containing personal information. The wish of anyone not to have personal information stored will be immediately respected. If a request is made to remove private details from mailing or membership lists, this will be actioned as soon as

possible within 2 months.

- 4.1.6 Any complaints about breach of privacy will be handled promptly. The primary contact point for such complaints is the Board Chair, who can be contacted via phone, post or email ([admin@partnersinaid.org.au](mailto:admin@partnersinaid.org.au)). These contact details are outlined on the Partners in Aid website ([www.partnersinaid.org.au](http://www.partnersinaid.org.au)). Any such complaint will then be handled in accordance with Partner in Aids Complaints Policy, also available on the Partners in Aid website.

## 4.2 Privacy and Child Sponsorship

- 4.2.6 Participation in a child sponsorship project implies consent to disclose the donor's name to the family of the sponsored child and our Partner Organisation.
- 4.2.7 The details, apart from name and general geographic location, of sponsored children will not be disclosed to sponsors.
- 4.2.8 Unless prior, appropriately informed parental consent has been received and placed on record by Partners in Aid, images of children will only be used if the resolution is sufficiently low to prevent association of the children, their names, and their place of residence.

## 4.3 Use of Information Pertaining to Members and Donors

- 4.3.1 All personal information on donors collected by Partners in Aid is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- 4.3.2 Any volunteer who might have access to any Partner in Aid records will sign a confidentiality agreement.
- 4.3.3 Any computer files kept on the internet that contain information about donors is protected by strong passwords, and these are changed from time to time to avoid unauthorised access.

## 5 Review

This policy will be reviewed after three years.

## 6 Relevant PIA Policy Documents

PIA Fund Raising Policy and Procedures

PIA Volunteer Policy

PIA Risk Management Policy and Risk Management Register

PIA Child Safeguarding Policy

## 7 References

Not for Profit Law. *Information Hub. Legal Information for Community Organisations. Privacy Guide.*  
[https://www.nfplaw.org.au/sites/default/files/media/Privacy\\_Guide\\_0\\_0\\_0.pdf](https://www.nfplaw.org.au/sites/default/files/media/Privacy_Guide_0_0_0.pdf) (Last viewed 5 May 2017)