

# INF Australia PRIVACY POLICY

Policy number:		Version:	3
Owner:	Office Manager	Approved on:	December 2018
User:	All	Scheduled review date	December 2021

THIS POLICY COMPLIES WITH: PRIVACY ACT 1998; Australian National Privacy Principles in Privacy Amendment (Private Sector) Act 2000

RELATED INF AUSTRALIA POLICIES: COMPLAINTS POLICY, FUNDRAISING POLICY

RELATED INF AUSTRALIA PRACTICE DOCUMENTS:

## 1. INTRODUCTION

International Nepal Fellowship Australia is committed to ensuring the privacy and security of personal information provided to us. It is a requirement of the National Privacy Principles, established under the Privacy Amendment (Private Sector) Act 2000, that people about whom INFA holds information be informed about the information we hold and our use of this information.

## 2. POLICY

### 2.1 HOLDING OF PERSONAL INFORMATION

Only personal details relevant to the work of INF are collected and stored. The information is used to process donations, issue receipts, and for contact management for INF staff and representatives. On some occasions, we may ask for your date of birth.

Apart from the information given to financial institutions required for normal bank processing, personal details of donors and supporters remain confidential. Reasonable steps are taken to protect the personal information INF holds from misuse and loss and from unauthorised access, modification or disclosure.

INFA may disclose information to the Australian Tax Office or other Government entities as required by law.

### 2.2 SHARING PERSONAL INFORMATION

INFA may disclose personal information to external service providers such as:

- Mailing houses
- Information technology service providers.

These companies are strictly prohibited from using this information for any other purpose. INFA does not supply contact information to other marketing organisations.

### 2.3 KEEPING DETAILS ACCURATE AND UP-TO-DATE

After being advised of any change, personal details that are recorded by INF are updated as soon as possible.

### 2.4 ACCESSING PERSONAL INFORMATION

Supporters, donors and others about whom INFA holds personal information, have the right to access the personal information held by INFA, subject to exceptions allowed by law. Details about how to access and review personal information held by INFA are published in a prominent and accessible place on our website and the policy is publicised in other publications.

### 2.5 CONTROL OF MAILING LIST

INFA only sends information to people that we believe they want to receive. INFA ensures that supporters are able to indicate or change their communication preferences, including removal from all mailing or contact lists.

### 2.6 ASSURANCES

This privacy policy is governed by the Australian National Privacy Principles, contained in the Privacy Amendment (Private Sector) Act 2000. More information about the act can be found here: <https://www.oaic.gov.au/privacy-law/privacy-act/>

### 2.7 INF WEBSITE

INF websites may contain links to other websites whose operator may or may not adhere to a privacy policy or be governed by the Australian National Privacy Principles.

INF websites may use cookie and tracking technology depending on the features offered. Cookies and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customize the Site for visitors. Personal information is not collected by cookies or other tracking technology, however, if you previously provided personally identifiable information, cookies may be tied to such information.

### 2.8 COMMITMENT TO DATA SECURITY

Personally identifiable information is kept secure. Only authorised employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

### 2.9 CONTACTING INFA

Queries regarding INFA's privacy policy, or about personal information held, may be made by email, phone, mail or in person:

Email: [ausoffice@au.inf.org](mailto:ausoffice@au.inf.org)

Phone: 02 9411 1195

Mail: PO Box 5400

West Chatswood, NSW 1515

Office: 1 View St

Chatswood, NSW 2067

## REVISION HISTORY

<b>Date</b>	<b>No</b>	<b>Summary of Changes</b>	<b>Section/s that changed</b>	<b>Authorised by:</b>
December 2018	3	General review and revision		INFA Board