



Policy:	Privacy Policy
Approved:	February 2020
Review Due:	2023

PRIVACY POLICY

INTRODUCTION:

The Board of Women in Aid and Development (WiAD) is committed to protecting the privacy of personal information that the organisation collects, holds and administers. Personal information is information, which directly or indirectly identifies a person.

SCOPE:

The purpose of this policy is to provide a framework for WiAD in dealing with privacy considerations for volunteers, members and supporters.

POLICY:

WiAD collects and administers a range of personal information for the purposes of:

- Processing donations or purchases and to provide receipts;
- Providing information on how donations are used;
- Providing confirmation of donations and to advise of any changes to status in relation to a sponsored activity;
- Confirming donor identity when making enquiries about a donation;
- Sending information about WiAD events, including newsletters and updates;
- Addressing any feedback or complaints;
- Developing, improving and marketing our range of activities, which we believe may be of interest to members.

The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

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

The *Privacy Act* 1988 (Cth) imposes specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

WiAD will:

- Only collect information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- 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, and the right to seek its correction.

PROCEDURES:

Responsibilities

The WiAD Board is responsible for developing, adopting implementing and reviewing this policy. In addition it will monitor changes in privacy legislation, and for advising on the need to review or revise this policy.

Collection

WiAD will:

- Only collect information that is necessary for the performance and primary function of WiAD.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

WiAD will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, WiAD will seek the consent of the affected person.

Data Quality

WiAD will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

WiAD will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the organisation's Document Management Policy.???

Openness

WiAD will:

- Ensure stakeholders are aware of the WiAD Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

WiAD will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

WiAD will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

WiAD can only release personal information about a person under the following conditions:

- with that person's express consent. For personal information to be released, the person concerned must sign a release form;
- in relation to third parties where it is requested by the person concerned; and
- as required by law.