

## AUSTRALIAN DOCTORS FOR AFRICA

**Policy:            PRIVACY**

**Date approved:     02/18**

**Date of next review: 02/21**

**Approved by:    Board of Management**

### **1.0    PURPOSE AND SCOPE**

#### **1.1    Purpose**

This policy outlines the personal information handling practices of Australian Doctors for Africa (ADFA). The specific legal obligations of entities when collecting and handling personal information are outlined in the Privacy Act 1988 (Cth) and the Australian Privacy Principles. One of such obligations requires entities to have a Privacy Policy.

‘Personal information’, simply put, is information or an opinion that identifies or can be used to identify a person. We collect and hold personal information from our donors, supporters, volunteers, contractors, and other individuals.

#### **1.2    Scope**

This policy applies to all staff, office bearers and volunteers of ADFA, as well as to all those with whom ADFA has professional dealings.

### **2.0    POLICY STATEMENT**

#### **2.1    Committed to Protecting Rights**

ADFA respects, and is committed to protecting privacy. All information provided to us will remain confidential and protected.

By contacting us via our website, signing up to our newsletter, becoming a member, applying to work or volunteer with us, making a donation or otherwise providing us with personal information, consent is given to personal information being collected, held and administered as set out below.

#### **2.2    What Information Do We Collect?**

ADFA typically asks for the following information:

- Contact information (name, address, email address, telephone number)
- Personal details such as date of birth, occupation
- Credit card numbers and/or bank account details

All information is held securely.

#### **2.3    How Do We Use This Information?**

We may use personal information to:

- process donations and provide receipts;
- communicate with our supporters;

- recruit and manage staff or volunteers;
- conduct marketing activities; and
- enable other activities and functions of the organisation.

To ensure privacy is protected, information from records will not be disclosed or altered unless requested.

Please note, in some areas of our website links to other sites can be found. These sites are not controlled by ADFA and therefore we cannot take responsibility for their content, claims of offer or privacy practices.

## **2.4 Handling Personal Information**

ADFA is bound by laws which impose 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:

- Collect only 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.
- Provide stakeholders with access to their own information, and the right to seek its correction.
- Provide an opportunity to opt out of receiving future communications from us.

## **2.5 Complaints**

For any questions or concerns about our Privacy policy or the way personal information has been handled, please contact us at:

Phone: (08) 9388 1148

Email: [adfa@iinet.net.au](mailto:adfa@iinet.net.au)

Mail: Unit 1, 219 Onslow Road, Shenton Park WA 6008

If a person is not satisfied with the response to an enquiry or complaint, a complaint can be made to the Office of the Australian Information Commissioner, at [oaic@gov.com.au](mailto:oaic@gov.com.au).

## **3.0 REFERENCES**

### **3.1 Associated Documents**

- Privacy Act 1988 (Cth)
- Australian Privacy Principles

### **3.2 Acknowledgements**

Parts of this policy have been adapted from policy documents of the Royal Australasian College of Surgeons and Australian Doctors International.