

CINI Australia, Child in Need India Privacy Policy

Privacy Policy

CINI Australia respects your right to the protection of your personal information. This Privacy Policy details how we collect, use, disclose and hold this information. In this privacy policy, personal information as defined in the Privacy Act 1988 (Cth) (the Privacy Act), Privacy Amendment (Privacy Sector) Act 2000 and the ten National Privacy Principles means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Who are we

CINI Australia is a not for profit, independent organization that has no political or religious affiliation.

While CINI Australia maintains a close working relationship with Child In Need Institute, India it is an independent organization with its own Board. CINI Australia registered with ASIC in March 2010 and is registered as a charity with OLGR (NSW) and WA Charities.

PART 1 – PERSONAL INFORMATION HANDLING PRACTICES

What we collect and how we collect it

We collect information such as:

- Name and address
- Telephone/e mail contact details
- Bank account/credit card details
- Employment/education history

The personal information we actually collect varies depending on the purposes for which it was collected. For more information, see Part 2 of this Privacy Policy – ‘Specific Information Collection Details’.

It is our usual practice to collect personal information directly from individuals. From time to time CINI Australia may also collect personal information from publicly available resources such as telephone directories or mailing lists, provided that the collection is conducted in a fair and lawful manner and the information is necessary for our functions or activities. We may also collect anonymous traffic data on our website to improve our services.

Why we collect your personal information and what it is used for

We only collect, use and disclose personal information for the purposes for which it was given to us, or for the purposes which are directly related to one or more of our functions or activities. These include:

- Processing of donations
- CINI Australia membership management
- Fundraising activities
- Recruitment of volunteers
- Communication with our supporters on our activities

We use your information to process your donations, to advise you on how your support is helping, and to keep you updated on events and work in our field.

You may request at any time that you remain anonymous when dealing with us, and to the extent that it is lawful and practical for us to enable you to do so, we will accommodate that request. However, if personal information is not provided in full where we have indicated that it is required, we may not be able to process your donations or enable you to become a volunteer.

DISCLOSURE

We only disclose personal information for the purposes for which it was given to us, or for the purposes which are directly related to one of our functions or activities, unless required to disclose it by law, unless we have your consent, or unless one of the following situations apply:

Outsourcing

We may also occasionally use external service providers to provide us with certain outsourced services, such as helping with mailings, assistance with a special event such as fund raising launch. These service providers are required to sign confidentiality agreements to maintain the privacy of your information and we only disclose your personal information to the extent necessary for them to perform the services we have requested.

We do not give information about you to government agencies, organisations or anyone else unless one of the following applies:

- You have consented
- You would expect us to or we have told you we will
- It is required or authorised by law
- It will prevent or lessen a serious or imminent threat to somebody's health or life

The disclosure is reasonably necessary for law enforcement of the protection of public revenue

Information quality, access and correction

We take reasonable steps to make sure that the personal information we collect is accurate, complete and up-to-date. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed and at other times as necessary.

You are in control of any personal information you provide to us. If at any time, you would like to correct the personal information we have about you or if you would like to change your preferences for contact from us, you can let us know by contacting us at the email or postal address listed below.

You can access the personal information we currently hold about you or request that we change that personal information at any time. There is no cost associated with making a request for access to or correction of your personal information. You can obtain further information about how to request access or changes to the information we hold about you by contacting us (see details below).

If you wish to allow another person to access your details (eg family member) you need to notify us in writing and it will be noted on your record.

Information Security

We take reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure. These steps include a properly configured firewall, encrypted transmission of electronic data, up-to-date anti-virus software, regular monitoring of all network traffic and strict access control policies on electronic data. There is also securing of paper files in locked cabinets and physical access restriction to these files.

When no longer required, personal information is destroyed in a secure manner or deleted.

PART 2 – SPECIFIC INFORMATION COLLECTION DETAILS

This section further details the specific methods of personal information collection we undertake and how that information is used.

Donation information

We collect personal information from donors in order to process/receipt their donations and to send out our periodic mailings relating to our work in the field and how donors can further support this work.

This personal information will include

Name and address
Your date of birth
Telephone/e-mail contact details
Credit card and/or bank account details

Our Website

The only-personally-identifying information collected from visitors to our website www.ciniaustralia.org is that which is provided to us on a voluntary basis. Any personal information you provide to us (such as an e-mail address) will only be used for the purpose for which it is collected. We do not trade, sell or rent to any third party information captured or voluntarily submitted on this website.

Any external websites linked to/from CINI Australia website are not controlled by CINI Australia and therefore we cannot take responsibility for content, claims or adherence to the privacy laws here or overseas.

Contact us

For the following

- ***Questions/complaints about privacy,***
- ***Updating your personal information, and***
- ***For further information or queries.***

By e-mail to

admin@ciniaustralia.org

Mail us to

Administration
CINI Australia, Child in Need India
PO Box 8358 Angelo St
SOUTH PERTH WA 6151

This privacy policy may change from time to time to reflect changes to relevant legislative requirements, community expectations and policies and procedures consistent with the operations and management of CINI Australia.

IF YOU ARE NOT SATISFIED WITH THE INTERNAL COMPLAINTS PROCESS

If you believe that CINI Australia has not satisfactorily resolved your complaint, you can refer your complaint to the Federal Privacy Commissioner by:

- Phone 1300 363 992
or write to:
- Director of Complaints
Office of the Federal Privacy Commissioner
GPO Box 5218
Sydney NSW 1042

WHAT ARE THE NATIONAL PRIVACY PRINCIPLES?

National Privacy Principles

There are ten Principles which deal with how organisations, such as ours, may collect, use, store and disclose information which identifies individuals. Here is a summary of the ten Principles:

1. Collection

Organisations must ensure that individuals are aware their personal information is being collected, why, who it might be passed on to and that they can ask the organisation what personal information it holds about them.

2. Use

Personal information may not be collected unless it is necessary for an organisations activities and must only be used for the purpose it was collected. Many direct marketing mailers will now have to offer the recipient the opportunity to elect not to receive further mailings.

3. Data quality

Organisations must take steps to ensure personal information they collect is accurate, complete and up-to-date.

4. Data security

An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

5. Openness

An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

6. Access and correction

Generally, an organisation must give an individual access to personal information it holds about the individual on request.

7. Identifiers

Generally, an organisation must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government agency.

8. Anonymity

Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do so.

9. Transborder data flows

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

10. Sensitive information

Sensitive information (such as about someone's health, political opinions or sexual preference), may only be collected with the consent of the individual (unless a public interest exception applies).