


INF International	Revision		 INTERNATIONAL NEPAL FELLOWSHIP
G02: PRIVACY POLICY	Date Approved	May 2016	
	Responsibility	Nepal Country Director	

G02: Privacy Policy

INF International is committed to ensuring the privacy of all with whom it interacts – this commitment reflects our organisational values, as well as the legal requirement, to ensure that adequate privacy is maintained.

This Privacy Policy covers how INF International handles personal information. ‘Personal information’ is information, or an opinion, about an identified individual or an individual who is reasonably identifiable.

INF International is committed to protecting each individual’s personal information in accordance with the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles and as described in this Policy.

Questions arising from this policy should be directed to the INF International Data Controller [director@nco.inf.org]

1. THE NATURE OF PERSONAL INFORMATION INF INTERNATIONAL COLLECTS AND RETAINS


INF International collects personal information as is necessary for it to carry out its work and that relates to:

- Applicants for, and/or personnel in, missionary service, employment and voluntary work, including volunteers for membership on boards and committees and volunteers for conferences, camps and events.
- Supporters, donors and members.
- Others including partner organisations and other organisations with whom INF International establishes memoranda of understanding.

Some of the personal information that INF International collects is sensitive information. Sensitive information includes information about an individual’s health and wellbeing, their ethnic origins, their faith, involvement in Christian service and their financial details.

2. COLLECTION OF PERSONAL INFORMATION

An individual submitting information to INF International consents to the retention and use of that information by INF International for the purposes for which it is submitted. Notification of this acceptance will be displayed at the point of data collection wherever practicable.

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Purposes include [but are not limited to]:

- Assessing suitability of an applicant for service or employment with INF International
- To enable appropriate care in the case of emergency, illness or repatriation.
- Keeping individuals informed about matters that they have expressed an interest in, including the work of INF and the ongoing support of this work.

Reputable third-party banking providers handle credit and debit card transactions through the INF International website. INF International will check that all such organisations are under strict obligation to keep personal information private.

Where unsolicited personal information is provided to INF International, the appropriateness of retaining the information will be determined and INF International will, if necessary, either seek the individual's agreement to retain the information, or will delete or destroy the information.

Nothing in the above precludes INF International collecting or retaining personal information where such is required by Australian law.


If an individual chooses not to provide INF International with the personal information required then INF International may not be able to provide the information or services being sought.

INF International maintains other policies and procedures describing how and why it collects and retains personal information, the parties used to assist in this and the steps it takes to ensure compliance with this Policy.

3. DISCLOSURE OF PERSONAL INFORMATION

An individual's personal information may be disclosed to others by INF International where required for INF International to undertake its work and/or to comply with Australian/International law. Such disclosure will either be in accordance with the consent given by the individual when the information was collected or as might be reasonably anticipated in the circumstances in which the personal information is provided to INF International. If consent is not clear then INF International will seek consent before disclosing the information.

INF International may disclose personal information to third party service providers, agents, contractors or those organisations with whom INF International has partnership agreements or memoranda of understanding. Such parties may be in a different region or territory and covered by different legal requirements. INF International will require those parties to provide a level of privacy protection matching, or exceeding, the levels described in this Privacy Policy before the personal information provided to them.

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INF International will not sell, rent or exchange contact lists to third parties.

Personal information provided to INF International may be disclosed to another part of the INF family of organisations where so required and in accordance with the original purpose for which the personal information was received and with the same levels of privacy described in this Policy.

4. SPECIFIC MATTERS

Where INF International collects information from an individual for the explicit purpose of keeping the individual informed about the work of INF, INF International will provide that individual with a simple means to stop receiving the information, if so desired.

INF International maintains a website that makes use of cookies. Session cookies identify the individual if they have been granted log-in access to the site and are logged in. Persistent cookies are stored on the individual's computer, contain an expiration date, and are used to improve the individual's experience in using the website.

Anonymous analytical information is collected based on the IP address of any computer device used to access the INF International website. This information may be used to help identify an individual if required to do so by law or in the event of a security threat to the website.

5. PROTECTION OF PERSONAL INFORMATION


INF International takes reasonable steps to protect the personal information it collects and retains from misuse, interference, loss, unauthorised access, alteration and/or disclosure. These steps include: physical measures, computer security measures, training of personnel, confidentiality agreements and access restrictions.

INF International takes reasonable steps to ensure that personal information sent to a recipient in another region or territory is handled in a manner so as not to breach Australian Privacy Principles.

INF International maintains other policies and procedures describing its protection of personal information, the higher standard it applies to the protection of sensitive information, and the steps it takes to ensure compliance with this Policy.

6. ACCESS TO AND UPDATE OF PERSONAL INFORMATION

INF International takes reasonable steps to ensure the personal information it retains is accurate, complete and up-to-date. INF International also relies on individuals to advise it of any changes to their personal information in a timely manner.

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An individual may request access to their personal information held by INF International, subject to legal restrictions, exemptions and/or other reasons why access to information cannot be granted. Where such restriction, exemption or other reason exists INF International will advise the individual of those reasons at the time of their request. Access is arranged by contacting the INF International Data Controller.

INF International does not charge an individual for access to their personal information but a reasonable fee may be charged [which will be advised when a request is made] for time and expenses if an extended amount of time is required to collate and prepare material and/or files are required to be photocopied.

7. PRIVACY COMPLAINTS

Complaints or feedback to INF International in relation to its compliance with the Australian Privacy Principles and/or this policy should be directed to the INF International Data Controller at director@nco.inf.org

INF International will undertake to investigate and seek to resolve an individual's complaint in a timely manner. If the individual is not satisfied with the outcome they may contact the Australian Privacy Commissioner.

8. CHANGES TO THIS POLICY

INF International may revise this Privacy Policy from time to time, with the current Privacy Policy being posted on the INF International website