

Communications and Public Relations

Privacy Policy

Introduction

Africa Inland Mission Ltd. (AIM Ltd.) is a registered charity and because of its annual turnover, it is legally not required to comply with the Privacy Act 1988. However, it is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose and Scope

The purpose of this policy is to provide AIM Ltd. a framework for dealing with privacy considerations. This policy applies to all staff, workers, volunteers and council members of AIM Ltd. It can also apply to associated AIM entities in the Asia-Pacific, in the absence of their own approved policy.

Policy

AIM Ltd. collects and administers a range of personal information for the purposes of processing employee, volunteer and membership applications; collecting and processing charitable donations and payments; maintaining a supporter's and interested persons database to help keep people informed of our activities; and recording visits to site locations for Work Health and Safety (WHS) reasons.

AIM Ltd is committed to protecting privacy of personal information it collects, holds and administers.

AIM Ltd. recognises the essential right of individuals to have their information administered in ways which they would reasonably expect, protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Commonwealth).

AIM Ltd. is bound by laws which impose specific obligations when it comes to handling information. AIM Ltd. has adopted the following principles as minimum standards for handling personal information.

AIM Ltd. will

- 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; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

end.