

AUSTRALIAN SALESIAN MISSION OVERSEAS AID FUND (ASMOAF)

PRIVACY POLICY

The Board of Australian Salesian Mission Overseas Aid Fund is committed to ensuring that its Privacy Policy is enforced and carried out in accordance with The Australian Commonwealth and State privacy legislation.

This policy applies to the Board, casual, permanent and contract staff and volunteers.

Purpose

The purpose of this document is to identify Australian Salesian Mission Overseas Aid Fund's position on privacy and to document the standards expected when obtaining donors information whilst raising funds from the community.

Authorisation

Br Michael Lynch
Director

Australian Salesian Mission Overseas Aid Fund

1. Privacy and Security

ASMOAF operates under Commonwealth and State privacy legislation.

ASMOAF is committed to respecting the privacy of donors; therefore, we do not lend, sell or rent mailing lists of our donors or participants personal information to any third party. Names, addresses, telephone numbers or credit card information will not be used outside ASMOAF. Information will be removed from the ASMOAF database when a request is made in writing.

2. Information Collected

ASMOAF only collects information volunteered by donors. Examples of information collected includes: name, address, telephone, email address and giving history. The use and collection of information is limited to that which is necessary to administer ASMOAF operations.

3. How We Use That Information

ASMOAF uses Personal Information;

- a) to acknowledge and provide a tax receipt for donations;
- b) to respond to donor inquiries or questions about our services;
- c) for internal marketing purposes and as part of ASMOAF's donor database.