

# **PRIVACY POLICY**

**THE DAUGHTERS OF OUR LADY OF THE SACRED  
HEART**

**OVERSEAS AID INCORPORATED**

# **Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated**

## **Privacy Policy**

### **Introduction & Preamble**

The Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated fund was granted a Certificate of Incorporation on the 29<sup>th</sup> March, 1989 under the Associates Incorporation Act, 1984.

The objectives of the Association are to provide for the relief of people in countries which are for the time being, certified by the Minister for Foreign Affairs and including relief of people in the Phillipines and Kiribati.

The DOLSH Aid Inc. was established by the Daughters of Our Lady of the Sacred Heart. The Daughters of Our Lady of the Sacred Heart is an international Congregation. The sisters work in over 27 different countries in the world. All the projects funded by the DOLSH Aid Inc. are at the service of developing countries and their peoples.

### **Vision Statement regarding our Privacy Policy**

The Daughters of Our Lady of the Sacred Heart Overseas Aid Inc. recognize the dignity and value of every human person, especially the most vulnerable. We are committed to respect the rights of all persons, especially women, children, youth and those whose rights and dignity are devalued or at risk.

OLSH Overseas Aid Inc. 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.

### **1.2 Purpose of the Policy**

The purpose of this document is to provide a framework for Our Lady of the Sacred Heart Overseas Aid Inc. in dealing with privacy considerations.

### **1.3 Objectives and Coverage of the Policy**

OLSH Overseas Aid Inc. collects and administers a range of personal information for the purposes of collecting funds for distribution to its

beneficiaries. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

OLSH Overseas Aid Inc. 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.

OLSH Overseas Aid Inc. is bound by the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the following principles as minimum standards in relation to handling personal information.

In broad terms this means that we:

- 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.

OLSH Overseas Aid Inc. will adhere to the Procedures outlined below.

## **Procedures**

### **Collection**

OLSH Overseas Aid Inc. will:

- Only collect information that is necessary for the performance and primary function of OLSH Overseas Aid Inc.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

### **Use and Disclosure**

OLSH Overseas Aid Inc. will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.

### **Data Quality**

OLSH Overseas Aid Inc. will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

### **Data Security and Retention**

OLSH Overseas Aid Inc. will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

### **Openness**

OLSH Overseas Aid Inc. will:

- Ensure stakeholders are aware of OLSH Overseas Aid Inc.'s Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the OLSH Overseas Aid's website.

### **Access and Correction**

OLSH Overseas Aid Inc. will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

### **Anonymity**

OLSH Overseas Aid Inc. will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

## **Making information available to other service providers**

OLSH Overseas Aid Inc.

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

## **Responsibility**

The OLSH Overseas Aid Inc. Committee of Management is responsible for adopting this policy.

The OLSH Overseas Aid Inc. Committee of Management's President and all staff members, contractors and volunteers are responsible for the implementation of this policy.

OLSH Overseas Aid Inc.'s President is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

## **Contact**

**President**

**OLSH Overseas Aid Inc.**

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