

Policy Number: **G14**
Policy Area: **Governance**
Policy Title: **Privacy Policy**



Related Documents: <http://www.privacy.gov.au/act/privacyact/>
P03 Public Communication
G19 Retention and Use of Records

The Australian Churches of Christ Global Mission Partners Inc. acknowledges the privacy of individuals.

1. We will only collect personal information with the prior knowledge and consent of a person and as a result of a donation to, or contact with, GMP;
2. We will only use personal information provided for the purposes for which it was collected - for example, to record names and addresses of those who donate to the work of GMP in order to issue receipts and provide information about the work of GMP;
3. Personal information will be removed or suppressed from mailing lists on request;
4. We will not disclose personal information to a third party without consent;
5. We will not disclose personal information to other institutions and authorities except if required by law;
6. We will provide a copy of personal information held in our records within 14 days of a written request being received by GMP;
7. We protect the integrity of personal information from unauthorised access, improper use or alteration by restricting access to files and database records to only those personnel responsible for their maintenance and use;
8. All appeal response forms will include an opt-out option;
9. Personal details of partners and beneficiaries will be shared only with their permission, on a need-to-know basis, and in accordance with *P03 Public Communication*.
10. Global Mission Partners' Privacy Officer is the GMP Executive Officer.