



## **1. Your Privacy is respected**

This policy outlines how personal information provided by you, or collected by The Leprosy Mission Australia (TLMA) about you, is used and managed.

The Leprosy Mission Australia is bound by the Australian Privacy Principles (APPs) of March 2014 contained in the Commonwealth Privacy Act (1988) and all subsequent amendments, as well as the Payment Card Industry Data Security Standard (2016).

## **2. Collection of Data**

The type of information collected and retained by The Leprosy Mission Australia includes personal information, including sensitive information about:

- Individual donors and supporters
- Job applicants;
- Staff members;
- Volunteers including Board members;
- Contractors; and
- Other people who come into contact with TLMA.

Where it is lawful and practicable, TLMA shall provide individuals with the option of not identifying themselves when entering into transactions.

## **3. Personal Information Personally Provided**

TLMA collects personal information held about an individual by way of forms filled out, face to face meetings and interviews, telephone calls, facsimiles, emails, online data collection forms and delivery of services.

## **4. Personal Information Provided by other People**

In some circumstances, TLMA may receive personal information about an individual from a third party, for example referrals, requests for information to be sent, etc.

## **5. Personal information obtained without request**

If TLMA has received personal information that was not requested it will be destroyed or deleted unless it could have been lawfully solicited for the stated purposes.

## **6. Use of images and stories**

TLMA will not collect and use personally identifiable images, stories or information relating to an individual without first obtaining consent in line with our Safeguarding Policy and Procedures.

## **7. Employee Records Exemption**

TLMA Privacy Policy does not apply in relation to the treatment of an employee record where the treatment is directly related to current or former employment between the employee and TLMA.

## **8. Job applicants and contractors**

In relation to personal information of job applicants and contractors, the primary purpose of collection is to assess the applicant or contractor's suitability for the position. Following the

completion of the probation period by the successful applicant personal information of other applicants will be destroyed within a period of 6 months.

## **9. Use and Purpose of Collection**

The primary purpose of collection is for the sole use of TLMA informing you of its services, programs and product offerings and to enable them to provide information/services to and for such other secondary purposes that are related to the primary purpose of collection and can reasonably be expected to so relate, or to which you have personally consented.

The purposes for which TLMA uses personal information include:

- To keep you informed about matters related to the organisation's activities through correspondence, emails, facsimiles, newsletters and magazines
- Day-to-day and special activities
- Operational matters of TLMA

The recording of contact or file notes shall exclude value judgements or personal statements about an individual.

## **10. Fundraising and Communications**

TLMA's fundraising and communications functions support the growth and development of the Mission. Personal information will not be disclosed to a third party organisation that assists in marketing except to a contracted third party that provides services in the ordinary operation of TLMA such as a mail-house.

## **11. Disclosure of Personal Information**

TLMA shall not disclose personal information to any third party, except where:

- Those parties are contracted to TLMA and working directly on behalf of TLMA (e.g. mail house)
- Personal information is used by volunteers to perform services directly related to the operation of TLMA.
- TLMA is required or authorised by law to do so.

TLMA typically assigns a unique supporter number to each individual supporter. This number shall not be disclosed to anyone other than the supporter, except as outlined above.

## **12. Sending information overseas**

TLMA will not send personal information about an individual outside Australia without:

- obtaining the individual's consent; or
- taking reasonable steps to ensure recipient does not breach APPs; or
- ensuring that the overseas recipient is subject to similar laws.

TLMA is most likely to send personal information overseas when a person is going on behalf of, or on an event organised by or with, TLMA.

## **13. Sensitive Information**

Sensitive information, such as a person's religious affiliation, may be collected with consent by TLMA in connection with its activities. Such information may be used to communicate with the supporter in consideration to their preferences, if relevant to the activity. The information will not be disclosed without the individual's consent.

#### **14. Management and Security of Personal Information**

The TLMA staff are, as a condition of their employment, expected to respect the confidentiality of personal information and the privacy of individuals by signing an agreement.

TLMA has in place systems to protect the personal information it retains, including a system of password security for computer data files and security cupboards or locked rooms for physical documents. Documents with personal information are stored in a non-public area in a secure building.

#### **15. Personal Information Update**

TLMA tries to ensure that the personal information it retains is accurate, complete and up-to-date. To update their personal information a person may contact the Customer Service Team during office hours.

#### **16. Access to Personal Information**

An individual has the right to obtain access to any personal information TLMA retains and to advice of any perceived inaccuracy. Please contact the Privacy Officer in writing if you wish to obtain access.

#### **17. Monitoring**

TLMA will monitor annually information handling practices to ensure they are secure.

#### **18. Enquiries**

Information about how to complain if you feel a breach of privacy has occurred and how your complaint is dealt with may be obtained from the Privacy Officer or the TLMA website.

Nerida Collard, Privacy Officer  
The Leprosy Mission Australia  
37 Ellingworth Parade (PO Box 293)  
BOX HILL VIC 3128  
Tel: (03) 9890 0577  
Fax: (03) 9890 0550  
Email: [hello@leprosymission.org.au](mailto:hello@leprosymission.org.au)

#### **19. Policy Review**

This Policy will be reviewed in three years.

### Revision History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Summary</b>
7.0	24/01/2018	Nerida Collard	New draft created for next revision
7.1	27/02/2023	Nerida Collard	Updated for Board review
7.2	26/04/2023	Nerida Collard	Updated in line with current practice.

### Document Approval History

<b>Version</b>	<b>Date</b>	<b>Approved by</b>
1.0	28/04/2003	TLMA Board
2.0	16/04/2007	TLMA Board
3.0	11/08/2008	TLMA Board
4.0	03/09/2012	TLMA Board
5.0	23/06/2014	TLMA Board
5.3	26/06/2017	TLMA Board
6.1	24/01/2018	TLMA Board
7.2	26/06/2023	TLMA Board