# EVERY HOME GLOBAL CONCERN LTD

# PRIVACY POLICY

Every Home Global Concern’s Privacy Policy is based on the National Privacy Policies, extracted from the Privacy Amendment (Private sector) Act 2000, and should be read in conjunction with the Every Home Global Concern Ltd *Policy on Donor’s Rights.*

Every Home Global Concern will from herein be denoted as EHGC.

***Collection:***

1. EHGC will only collect personal information if it is necessary for one or more of its functions or activities.
2. EHGC will only send fundraising material to those who have requested it personally.
3. EHGC will take reasonable steps to ensure that the individual is aware of –
4. the identity of the organization and how to contact EHGC.
5. the purposes for which the information is collected
6. the fact that he/she can gain access to the information.

***Use and Disclosure:***

1. EHGC will use the individual’s personal information for the purpose for which it was given
2. If the information is not sensitive information, EHGC may use mailing lists to invite individuals to functions.
3. EHGC will disclose private information only if EHGC believes it is necessary to lessen or prevent a serious and imminent threat to an individual’s life or safety, if EHGC suspects unlawful activity or it is required by law.

***Data Quality:***

1. EHGC will take reasonable steps to ensure that the personal information it

 collects, uses or discloses is accurate, complete and up-to-date.

***Data Security:***

1. EHGC will take reasonable steps to make sure that personal information it holds will be protected from misuse and loss from unauthorized access, modification or disclosure. (See EHGC’s “*Confidentiality Procedures”*)
2. EHGC will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed. (See EHGC’s *“Destruction of Data Policy”*)

***Openness:***

1. EHGC’s Privacy Policy (and all other related policies) will be made available to anyone who asks for it.
2. On request by a person, EHGC will take reasonable steps to let the person know what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

***Access and Correction:***

1. EHGC will provide individuals with access to their own private information if so requested, unless conditions apply as in No 6 of the National Privacy Principles.
2. EHGC will not charge for access to personal information.
3. When EHGC is notified of changes to personal information, these changes will be made so that information held is accurate, complete and up-to-date.

***Identifiers:***

1. EHGC will only use its own identifiers of an individual.
2. EHGC will not disclose an identifier assigned to an individual unless clauses listed under 7:2 of the National Privacy Principles apply.

***Anonymity:***

1. Whenever it is lawful and practicable, individuals must have the option of remaining anonymous.

***Transborder Data Flows:***

1. EHGC would only transfer personal information about an individual to someone in a foreign country if the individual consents in writing to the transfer and if reasonable steps have been taken to ensure that the information transferred will continue to be used consistently with the National Privacy Principles.

***Sensitive Information:***

1. Sensitive information about an individual will not generally be collected unless required by law or is necessary to prevent an imminent or serious threat.