

## **Privacy Policy**

### **Policy Description**

The policy of Mukti Australia Inc. (hereafter MA) on Privacy outline MA's commitment to the privacy of its donors and supporters.

### **1. Policy**

MA acknowledges and respects the privacy of individuals.

1. We will only collect personal information with the prior knowledge and consent of the individual.
2. We will only use personal information provided for the purposes for which it was collected OR for mailing information we believe will be of interest, such as newsletters, prayer notes and appeal letters; progress of a sponsor child/woman; and special news about MA or upcoming MA events. For other uses we will obtain consent from the affected individual.
3. We will take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform, and we will ensure individuals have the ability to correct information held about them if it is inaccurate, incomplete, or not up-to-date.
4. We will not disclose personal information to other institutions and authorities except if required by law or if requested in writing by the individual concerned.
5. We will not sell personal information to third parties.
6. We will provide an individual with a copy of their own personal information kept in our records within 14 days of receiving their written request, for which an administration fee may apply.
7. We protect the personal information that we have under our control from unauthorised access, improper use, or alteration, by restricting access to files and our database to only those personnel responsible for their maintenance and use.
8. We will make this Privacy Policy freely available on MA's website and by request. (In hard and soft copy) from the Mukti office phone/fax: 03 9890 0211, Email: [admin@mukti.org.au](mailto:admin@mukti.org.au).
9. We will appoint a Privacy Officer (currently Glenda de Jager, the National Director) who can be contacted during business hours at the Mukti office to discuss this policy or any privacy concerns. Contact details for the Mukti office phone/fax: 03 9890 0211, Email: [admin@mukti.org.au](mailto:admin@mukti.org.au).