

PRIVACY POLICY

1. Policy Statement

Give2Asia Australia Ltd (G2AA) is committed to protecting the privacy of all donors, staff and representatives, partners, including our contacts in the for-profit and non-profit worlds, and others who engage with us because of a shared interest and care for Asia.

G2AA's policy is to not share donor information under any circumstances, unless stated in this document.

G2AA ABN 20 640 318 636 complies with the Australian Privacy Principles (APPs), which are part of the Privacy Act (Cth).

2. Purpose

This Policy outlines your rights and our policy on handling of your personal information. It also aims to provide an:

- Understanding of your rights relating to privacy; and
- Understanding of G2AA's collection and handling of personal information.

3. Why we collect information

Under the APPs, we must only use and disclose personal information for the primary purpose(s) for which we collected the information, any secondary purpose that is related to the primary purpose for which you would reasonably expect us to use the collected information and as otherwise permitted or authorised by law.

We take reasonable steps to make individuals aware of the purpose(s) for which the information we collect may be used by notifying individuals about all relevant matters at or before the time of collecting the information (including by reference to this privacy policy).

We primarily collect personal information about our donors and partners for the purposes of conducting our usual activities and operations, including securing donations or support, conducting research, monitoring and evaluating, with our aim being the alleviation and prevention of poverty.

We also collect personal information regarding job applicants, staff and representatives for the purposes of evaluating their suitability for roles at G2AA and to satisfy our obligations under the law.

4. What information do we collect and hold?

The types of personal information we collect will depend on the circumstances. The usual types of information we collect may include:

- Information about your name
- Contact details such as your address, phone number and email address
- Identification documents, such as regulatory registration certificates

- Wire transfers and banking details
- Information regarding funded projects, including photos and videos
- Information regarding giving interests

4.1 Through donors and when a financial donation is made

When a donor agrees to work with G2AA, we may collect financial information along with contact information (name, address, email address and telephone numbers). We collect this data to process donations and provide receipts. Please clearly indicate to us if you prefer your donation to be anonymous. We also use the information to keep our supporters informed about our work.

4.2 Through recruitments

If you apply for a role with us, with your consent we may also collect information about your qualifications, experience, character and screening check results (including health, references, background, directorship, financial probity, identity, eligibility to work, vocational suitability and such sensitive information as your criminal record).

4.3 Partnering with a charitable organisation

When partnering with a charitable organisation, we may collect governing documentation which include regulatory certificates to confirm appropriate registration of the entity in the relevant country including financial statements, board documentation and references as part of G2A's due diligence process.

4.4 In the provision of service delivery

Occasionally, we hire third-party service providers to help us provide or improve the services we offer you. Sometimes it is necessary for these providers to have access to the information we collect about you. In those cases, we take reasonable steps to ensure that these providers do not use or otherwise disclose any information we collect about you except for the purpose of fulfilling their service obligations to us.

5. Dealing with us anonymously or pseudonymously

Under the APPs, you have the right to deal with us on an anonymous or pseudonymous basis. This means that you do not need to provide us with personal information if and when we request that information.

However, if you choose to interact with us in this fashion, or if you do not provide us with personal information when requested, we may be unable to provide you with the services that you request we provide to you.

For example, we may not be able to communicate with you, respond to your enquiries or consider you for positions with us.

6. Marketing

We may use your personal information to provide you with ongoing promotional materials and marketing communications about our events and program initiatives by telephone, email, online or by other means.

All communications from Give2Asia are optional and can be discontinued upon request by contacting us at info@give2asia.org or by using the unsubscribe link (in electronic communications).

7. Cross-border disclosure

Some of the third parties described above may be located in other countries such as the USA.

By agreeing to this Privacy Policy, you accept that we will not be accountable for them under the Privacy Act and you may not be able to seek redress under the Privacy Act for their conduct.

Please note that in many cases those parties will be subject to other privacy and confidentiality obligations requiring them to protect personal information.

8. Our website and email

We do not collect personal information about you when you visit G2A websites, unless you choose to provide such information.

Our website contains links to other sites. We are not responsible for the content and the privacy practices of other websites and we encourage you to examine each site's privacy policy and make your own decisions regarding the accuracy, reliability and correctness of material and information found there.

9. How we hold personal information

We hold personal information electronically and in hard copy form, both at our own premises and with the assistance of our service providers. We take a range of steps to protect the security of personal information from misuse, interference and loss, and unauthorised access, modification and disclosure. This may include, among other things, techniques such as firewalls, access controls, user authentication, encryption, intrusion detection and site monitoring.

10. Application of and changes to this privacy policy

We are subject to a range of privacy laws. Nothing in this Privacy Policy is intended to limit our obligations or permitted handling of personal information under those laws. Changes may be made to this policy from time to time.

We will give notice of these changes on our website and intranet.

11. Complaints

You have the right to complain if you believe we have breached this policy or your rights under the APPs.

If you have any queries or concerns about the way that we handle your personal information, please let us know and we will endeavour to promptly resolve your enquiry or concern.

12. Contacts

Contact: info@give2asia.org

13. Resolution of privacy concerns

For information about privacy generally, or if your concerns are not resolved to your satisfaction, you may contact the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/> or phone 1300 363 992.