

**MAA INTERNATIONAL**

**DONOR PRIVACY & CONFIDENTIALITY**



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# 1 INTRODUCTION

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## 1.1 PURPOSE

MAA International (MAA) is committed to preserving the privacy of all of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

## 2 POLICY & PROCEDURES

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### 2.1 POLICY STATEMENT

MAA collects and administers a range of personal information for the purposes of fundraising, marketing, awareness of humanitarian issues. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

MAA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

MAA is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

MAA will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Not sell or pass on your personal information to any one unless as required by the law

### 2.2 GUIDING PRINCIPLES

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period as long as the law requires.

### 2.3 USES AND SHARING

We use personal information you provide only for purposes consistent with the reason you provided it, or for a directly related purpose.

Generally, we will not use your personal information to market to you unless we have either your implied or express consent but in situations where it is impractical to obtain your prior consent, we will ensure you have an ability to opt out of future such communications.

We do not share your personal information with other organisations unless you give us your express consent, or where sharing is otherwise required or permitted by law, or where this is necessary on a temporary basis to enable our contractors to perform specific functions.

When we temporarily provide personal information to companies who perform services for us, such as specialist information technology companies, mail houses or other contractors to we require those companies to protect your personal information as diligently as we do.

### 3 REVISION HISTORY

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