



PRIVACY AND CONFIDENTIALITY POLICY

Aim

In carrying out its duties and functions, Chinmaya Mission collects personal information about children, families and volunteers (sevaks). Chinmaya Mission is committed to protecting the privacy of all information collected and has procedures to protect this information.

Guidelines

- collect only information which is required for a specified primary purpose, such as marketing and future planning
- ensure that the person supplying the information knows why the information is collected and how it will be handled
- use and disclose information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise required, permitted or authorised by law)
- create internal documents for noting incidents which will be filed and securely stored
- carry out responsible destruction of obsolete or redundant member information.

Chinmaya Mission's **privacy** guidelines state they:

- collect only information which is required for a specified primary purpose, such as marketing and future planning
- ensure that the person supplying the information knows why the information is collected and how it will be handled
- use and disclose information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise required, permitted or authorised by law)
- create internal documents for noting incidents which will be filed and securely stored
- carry out responsible destruction of obsolete or redundant member information.

Chinmaya Mission's **confidentiality** guidelines state they:

- ensure no names are mentioned in communication to the wider community (email, messages or phone calls) when of a personal and private nature
- share pertinent information with the necessary volunteers and don't disclose sensitive information or discuss in public areas
- create guidelines for email and WhatsApp messaging.

Implementation

- Upon collection of personal information Chinmaya Mission will:
 - address the privacy issues relevant to their functions and only collect and use this information in accordance with the privacy principles
 - manage this information according to privacy policies.
- Chinmaya Mission will use and disclose personal information about a child, family or volunteer when:
 - it is required for general administration duties and statutory functions
 - it relates to the purposes for which it was collected, and
 - it is for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
- Chinmaya Mission can disclose personal information for another purpose when:
 - the person consents, or
 - it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
 - is required by law or for law enforcement purposes.
- Chinmaya Mission will record personal information when an issue or incident occurs that requires action. In accordance with the Child Safety Policy will record and store this information in a secure file
- Where consent for the use and disclosure of personal information is required, including the use of photographs on email, Facebook, website or other publications, Chinmaya Mission will seek consent from the person. In the case of a child's personal information Chinmaya Mission will seek the consent of the child's parents and will treat consent given by the parent as consent given on behalf of the child.
- Should Chinmaya Mission receive a complaint about a compromise of personal information privacy this will be investigated
- Chinmaya Mission advises volunteers that no photos can be placed on their personal social media account without express permission from the person or child's parents
- Chinmaya Mission ensures all emails to bulk participants are sent using BCC to keep address confidential and include a privacy disclaimer to the effect that the email is only intended for the recipients and should not be distributed further.