



Revision 8 Page 1 of 2	Date 22 Mar 2013	Privacy
Revised by Sean Donovan	Approved by Fr Adrian Meaney	MSCM334 – Privacy (ACFID C.3.4).docx

This policy meets the requirements for ACFID accreditation for section C.3.4 Protection for Donors

Goals of the policy

MSC MISSION OFFICE AUSTRALIA respects and upholds your rights to privacy protection under the National Privacy Act 1988, specifically in relation to the amendments made by the Privacy Amendment (Private Sector) Act 2000 in regulating how we collect, use and disclose and hold your personal information.

Our commitment to the security of confidentiality is resolute and we aim to apply best practice to ensure privacy is protected and respected. Privacy management is a continuous and evolving process and we regularly update our practices to accommodate changes in technology, the organization's function and legislation.

What information is collected

MSC MISSION OFFICE AUSTRALIA collects personal information such as name, address, telephone numbers, e-mail address, date of birth and bank/credit card details - information individuals have supplied to us. MSC MISSION OFFICE AUSTRALIA may also collect personal information from publicly available sources such as the telephone directory.

How we collect your personal information

We collect your personal information when you provide it to MSC MISSION OFFICE AUSTRALIA in a number of ways, such as through donation coupons, online, purchasing merchandise, taking part in an event, applying for services, in all ways that you interact with MSC MISSION OFFICE AUSTRALIA.

How information is used

MSC MISSION OFFICE AUSTRALIA uses the information to facilitate your support with us, such as processing your donations and providing receipts, to communicate with you on a regular basis, ask for your participation in our campaigns and provide you with updates on our campaigns and how your gifts are helping.

We do not collect personal information from our visitors other than what is supplied to us on a voluntary basis.

MSC MISSION OFFICE AUSTRALIA analyses our website logs to constantly improve the value of the content available on our website. Information in our website logs is not personally identifiable and we make no attempt to link that information with the individuals that browse our site.

Quality of information

MSC MISSION OFFICE AUSTRALIA takes reasonable steps to ensure that personal details are accurate, complete and up-to-date when we use or collect such details.



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Modifying your information

If you would like to change any information that you have previously given us, or you would rather not receive any further information from us, please contact:

MSC Mission Office Australia

PO Box 177,

Kensington NSW 1465.

Phone 02 9697 0983

Fax 02 9697 0984

Email: mscmisio@acon.com.au

Availability of Policy

This policy is available upon request. It will be reviewed from time to time and any amendments will be included in the updated policy.