



## PRIVACY POLICY

|                    |                |                      |               |
|--------------------|----------------|----------------------|---------------|
| Policy number      | IGOV-2         | Version              | 001           |
| Responsible person | Chris Armitage | Approved by Board on | 29 April 2019 |

### 1. INTRODUCTION

The Global EverGreening Alliance (the Alliance) is committed to protecting the privacy of personal information which the Alliance collects, holds and administers. Personal information is information which directly or indirectly identifies a person. Examples of such may include: personnel records, information which could be used to identify programme beneficiaries, employee medical records or contact information and the like.

### 2. PURPOSE

The purpose of this document is to provide a framework for the Alliance in dealing with privacy considerations.

### 3. POLICY

The Alliance collects and administers a range of personal information for the purposes of running the day-to-day operations of the organization, assessing and engaging with partner organisations and individuals, and designing and implementing development programmes. The Alliance is committed to protecting the privacy of personal information it collects, holds and administers.

The Alliance 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 and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

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

The Alliance will –

- a) Collect only information which the Alliance requires for its primary function;
- b) Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- c) Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the relevant person's consent;

- d) Store personal information securely, protecting it from unauthorised access; and
- e) Provide stakeholders with access to their own information, and the right to seek its correction.

#### **4. RELATED DOCUMENTS**

- Information Management and Document Retention Policy
- Confidentiality Policy
- Employment References Policy

#### **5. AUTHORISATION**

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

29 April 2019  
Global EverGreening Alliance Ltd