

## PRIVACY POLICY

Policy number	IGOV-2	Version	002
Policy Accountability	CEO	First approved	29 April 2019
Last approval	September 2023	Next revision	September 2024
Monitoring and review	Administration Manager		

### 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. SCOPE

This policy applies to GEA's board members, fellows, employees, partners, volunteers, subcontractors and any individuals or organisations that access, share, submit and/or retain personal information.

### 4. 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 from unauthorized use or access, and made accessible to them. These privacy values are reflected in and supported by our core values and philosophies. This Policy 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 to conduct its operations.
- 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.
- e) Provide stakeholders with access to their own information, and the right to seek its correction.

**5. RELATED DOCUMENTS**

- GEA Ethical Decision-Making Framework and Guidelines for Communication
- GEA Child Safeguarding and Protection Policy

**6. REVISION HISTORY**

<b>Revision Date</b>	<b>Revision no:</b>	<b>Summary description of revision(s) made</b>	<b>Section(s) changed:</b>
19 April 2019	1	Creation of Policy	All
September 2023	2	Minor grammatical/clarifying amendments throughout. Change to Version Control Box Addition of Scope Change to related documents. Reference to Privacy legislation Addition of Revision History	Version Control Box Scope Policy Revision History

**7. AUTHORISATION**



Board Secretary  
Global EverGreening Alliance Ltd