

1. General Principles

Birthing Kit Foundation Australia (BKFA) is committed to respecting and protecting the privacy of all persons with whom it deals, which is crucial to achieving our primary purpose of helping to ensure clean and safe births for mothers in developing countries. We only collect information that is necessary to achieve our primary purpose. We do not trade information with others and avoid disclosing it except where required by law. We aim to keep our information accurate and welcome enquires to help us correct it. We respect the wishes of persons who want us to stop contacting them.

2. Compliance with Privacy Act and National Privacy Principles

BKFA has opted to be informed by and comply with ACFID and the [Australian Government Privacy Act 1988](#) and the Australian Privacy Principles (APPs) that form part of that Act in its management of personal information and sensitive information related to race, religion, political affiliation or to any health information it may collect. BKFA follows these national principles in its collection, use, maintenance, disclosure and storage of such information.

3. How BKFA Collects Information

BKFA collects personal information by way of membership applications, donations, statistical surveys, partner and contractor reports and other means from members, donors, partners, contractors and aid recipients. We give people the option of contacting us anonymously. We also collect personal information on staff, volunteers, partners and service providers as required by law or to implement employment contracts or services. We collect only information that is necessary to achieve our purposes. We only collect information in fair and lawful ways. We collect personal information directly from an individual with consent.

4. Why BKFA Collects Information

BKFA collects personal information from individuals if it is necessary for one or more of its functions or activities (primary purpose). These include requesting donations, arranging birthing kit assembly days, canvassing for members and volunteers and researching the effects of using birthing kits. We tell individuals why we are collecting information.

5. Right to Know the Identity of Those Seeking Donations or Services

In relation to fundraising activities, individuals contacted have a right to know: the identity of those seeking donations and sight documentation confirming the bona fides of those collectors, whether those seeking donations are volunteers or paid staff of BKFA. Individuals have a right to know the purpose for which funds are being raised, and how those funds will be applied.

6. Right to Know the Purpose and Application of Solicitations and to Opt-Out.

Individuals have the right to know the purpose for which funds are being collected, be advised of the application of their donations, and opt-out of further solicitations. Accordingly, fundraising materials will state the purpose of the solicitation and will contain opt-out clauses. The annual report will show the application of donations. It will be available on the website to donors, and will be mailed or emailed to members.

7. Restrictions of the Use of Information

BKFA uses personal information only for the primary purpose, unless:

- consent has been given to use the information for another purpose; or
- there is a secondary purpose which is reasonably expected to be related to the primary purpose.

8. Procedures to Ensure Data Accuracy, Protection and Control Disclosure

- BKFA takes all reasonable steps to ensure personal information it holds is accurate, complete and up-to-date.
- BKFA takes all reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. We destroy personal information if we no longer need it.
- BKFA does not sell its mailing lists to third parties, or disclose personal information to third parties, except for the sole purpose of performing an activity on behalf of BKFA, or to a third party which has a related business activity to that of BKFA. In such cases, BKFA will use all reasonable efforts to ensure that the recipient handles the disclosed personal information in accordance with the APPs.
- BKFA sometimes uses partners to undertake research or surveys on its behalf and BKFA requires these partners to handle any personal information used in accordance with the APPs.

9. Consent for use of Information

BKFA applies the following rules in relation to consent:

- Sometimes BKFA will ask individuals to consent to a disclosure/use of personal information for a particular purpose in writing or on its website.
- Other times individual's consent will be taken to be given where they indicate that they wish to obtain information about BKFA's goods/services, or they do not object to another intended use/disclosure of their personal information that BKFA has told them about.
- BKFA may disclose/use personal information without an individual's consent in the following circumstances:
 - for a reasonable expected purpose which is related to the purposes for collecting the information as contemplated by this Privacy Policy; or
 - it is reasonably necessary to assist an enforced body to perform its functions; or
 - BKFA is required by law to do so.
- BKFA does not disclose personal information to others, except in the following cases:
 - to organisations which provide services to BKFA;
 - with individual's consent or where it is necessary to provide them with services;
 - where required by law;
 - to organisations who co-operate with BKFA in offering products/services.

10. Rules for Publication

- Under partnership arrangements, BKFA may collect and publish statistical information related to its primary purpose, but it will not publish personal information including names or photographs of individual aid recipients without prior consent.

- BKFA does not adopt, use or disclose any commonwealth government identifier, other than the ABN, to identify a record of personal information relating to an individual.
- Where practicable, BKFA will maintain the anonymity of an individual in a database of personal information, unless the identity of the individual is necessary to perform a lawful activity.

11. Procedures to Protect Information

The contact information that BKFA collects is kept in a database, protected by passwords, maintained by trained staff, and checked regularly for accuracy. The information is only available to staff who need to know it to perform their work or to verify compliance including directors and auditors.

12. Dissemination of Information and Opting Out of Mailings

BKFA organises public events for the dissemination of information related to its primary purpose. Participants enrolling for such events may also receive further information related to BKFA activities, future events and products, and their personal information may be included in a list for circulation to attendees at the event. BKFA may also circulate requests for donations or volunteer services. Individuals may opt out of any further mailings of information upon request and have their names deleted from mailing lists by writing to, Birthing Kit Foundation Australia, PO Box 330, Belair, S.A. 5052 Australia.

13. Right of Access to Personal Information and Policy

- Any individual has the right to access personal information about them held by BKFA (subject to the exceptions prescribed by the Australian Privacy Principles). Requests for such information must include the individual's full name, member or donor number if applicable, address and phone number. Requests will be answered in writing within ten business days and should be addressed to Birthing Kit Foundation Australia, PO Box 330, Belair, S.A. 5052.
- Members of the public may request: information about BKFA's management of personal information or a copy of the most current Privacy Policy, or may make complaints to Birthing Kit Foundation Australia as above.

All letters received in relation to this policy will be registered and actioned within ten business days.