

PRIVACY POLICY

Policy Category: Communications
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Responsible Person: Board Chair

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Introduction

The Board of OFI is committed to protecting the privacy of personal information which the organisation collects, holds, and administers. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Purpose

The purpose of this document is to provide a framework for OFI in dealing with privacy considerations and to outline how OFI complies with its obligations under the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

Policy

OFI collects and administers a range of personal information for the purposes of:

- Child sponsorship
- Donation collection
- Sponsor mail out
- Managing bequests and gifts in wills
- Other functions or activities as required to further our charitable purposes.

OFI is committed to protecting the privacy of personal information it collects, holds, and administers. The organisation recognises the essential right of individuals to have their information administered in ways 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.

The organisation has adopted the Australian Privacy Principles as minimum standards in relation to handling personal information.

Privacy Principles

- **Open and Transparent Management of Personal Information (APP 1)**
OFI will manage personal information in an open and transparent way. We have a clearly expressed and up-to-date privacy policy, and we will make it freely available in relevant publications and on our website.

- **Access and Correction (APP 12 & 13)**

OFI will:

- Ensure individuals have a right to seek access to personal information held about them and to correct it if it is inaccurate, out-of-date, incomplete, irrelevant, or misleading.
- Respond to requests for access or correction in a reasonable period.

Related Documents

- Records Management Policy
- Confidentiality Policy

AUTHORISATION



Michael Chant

OFI Interim Board Chair

Date: 28 October 2025