

Privacy Policy



1. Introduction

GraceWorks Myanmar (GWM) is committed to protecting the personal information of the people we deal with. We recognise that individuals have a right to control how their personal information is handled. Providing personal information is an act of trust that we take seriously.

We only collect personal information by lawful and fair means and in accordance with Australian Privacy Principles.

This policy applies to GWM supporters, workers, volunteers and communities it works with in Myanmar.

2. Related policies

Communication and Media Policy

3. Definitions

The following definitions apply to this policy:

Personal information	Is information about you e.g. your name, contact details and records of your dealings with us.
Cookies	Cookies are pieces of information that our website will transfer to your computer's hard disk for record keeping purposes. Most web browsers are set to accept cookies. GWM's website uses cookies to make use of the website as convenient as possible. Cookies do not themselves personally identify users, although they do identify a user's browser. Cookies allow GWM to record how many people are using the different parts of our website. It is possible for a user to set their browser to refuse cookies, however this may limit what they can do on GWM's website.

4. Responsibilities

All office holders, CEO, staff and volunteers of GWM must be mindful about the privacy of others.

5. Procedures

5.1 Personal information will not be passed on to any 3rd party.

5.2 From time to time we will use the email address of individuals who have connected with us to send out newsletters or connect with you about GWM projects, fundraising or volunteer opportunities. Individuals may unsubscribe at any time, if they do not wish to receive such emails.

5.3 GWM website:

- Any cookies used by the GWM website are only used for the purpose of tracking navigation through the site. No personally-identifiable information is collected or linked to such cookies.
- All personal information, including name, addresses and contact details, stored by us are kept separate from the cookies referred to above.

- GWM's webserver may log details of IP addresses and length of time web users stay at each page, and where you were referred from, however none of this is linked to any cookies used as above, nor is it linked to any personally-identifiable information about the individual, such as email addresses.
 - Any data collected is used merely for the purpose of improving GWM's website and understanding the interests of our clients. The information will only be used by GWM.
 - The navigation cookies are only kept for the duration of an individual's visit to the site and are destroyed immediately they leave. The information referred to in 5.3.2 and 5.3.3 is stored indefinitely.
- 5.4 We take reasonable steps to make sure that the personal information we collect, use and disclose is accurate and up-to-date. Where we believe that the information we hold is inaccurate, out-of-date, incomplete, irrelevant or misleading, we will take reasonable steps to correct that information.
- 5.5 All personal information is held in paper-based and electronic files. Electronic information is stored on secure servers. We take reasonable steps to ensure that personal information is protected from misuse, interference and loss and from unauthorised access, modification or disclosure.
- 5.6 When we no longer require your personal information, we ensure that it is destroyed or de-identified.

6. Contacting us

If you have any enquiries, concerns or complaints about this Privacy Policy, our handling of your personal information or our compliance with the Privacy Act, please first consider raising the concerns with your GWM contact so that an immediate resolution may be possible.

You can also address any enquiries, concerns or complaints to our CEO.

Address:

PO Box 29
Leopold Victoria 3224
Australia

or

Email: info@gwm.org.au