

# ADI PRIVACY POLICY

## Committed to protecting your rights

Australian Doctors International (ADI) respects, and is committed to protecting privacy of information. All information provided to us will remain confidential and protected.

By visiting our website, signing up to our e-newsletter, becoming a member, applying to work or volunteer with us, making a donation or otherwise providing us with your personal information, you consent to your personal information being collected, held and administered as set out below.

## What information do we collect?

- ADI typically asks you for the following information:
- contact information (name, address, email address);
- personal details such as date of birth, occupation, income;
- areas of interest; and
- credit card numbers and /or bank account details.

It is your choice how much of this information you provide. All information is held securely.

## How do we use this information?

ADI collects this information to:

- process donations and provide receipts;
- maintain accurate details of our supporters' history with the organization;
- keep our supporters informed about our work; and
- help us develop our fundraising activities in a cost-effective way.

To ensure your privacy is protected, information from your record will not be disclosed or altered unless requested by you.

We use Google Analytics to track visits to our website and assess the effectiveness of our website. Types of data collected include visits, length of visit, viewed pages & the technical capabilities of our visitors. These statistics will not identify you as an individual. For more information read *Google's Privacy Policy*.

Please note, in some areas of our website links to other sites can be found. These sites are not controlled by ADI and therefore we cannot take responsibility for their content, claims of offer or privacy practices.

## Giving you control

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

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access;
- provide stakeholders with access to their own information and the right to seek its correction; &
- provide you with the opportunity to opt out of receiving future communications from us.
- Unsubscribe links are included at the bottom of every email that we send.

**Contact us** - If you have any questions or concerns about our Privacy Policy or its implementation:

**Email:** [adioffice@adi.org.au](mailto:adioffice@adi.org.au)

**Phone:** (02) 9907 8988

**Post:** PO Box 324, Seaforth NSW 2092