



# GLOBAL INTERACTION

## PRIVACY POLICY

Global Interaction Inc. is committed to protecting your privacy and to maintaining the confidentiality and security of personal and sensitive information held on the Global Interaction Inc. database, in accordance with the Privacy Amendment (Private Sector) Act 2000.

Information that may be held on the database includes:

- for Individuals for Organisations
- Name and Address
- Email address
- Telephone/mobile number
- Church relationships Related Members
- Donation History Fax Number
- Areas of interest disclosed
- to us Donation History
- Office bearers names

### How we use this information

The primary purpose of collecting and holding this information is:

- to maintain the Global Interaction Inc. database.

This information may also be used or disclosed for the secondary purpose/s of:

- direct mailing to donors;
- distribution of other relevant mission information;
- reporting to missionary staff on designated gifts;
- The report for missionary staff is prepared each month giving names, address and gifts (both support and personal) for gifts designated for that missionary.
- breakdown of donor giving by States.

Global Interaction Inc. will not provide copies of its database to anyone apart from when it may be required by a mailing house to process a mailout for the organisation. In that case, the mailing house must give a written undertaking to use the names and addresses for Global Interaction Inc. purposes only.

Global Interaction Inc. will not disclose personal information to any organisation unless prior consent is obtained, or it is required by law.

*Office database security*

Staff are required to treat all records as confidential. Staff are expected to refrain from open discussion about donors and their gifts, except in a context where this is essential for efficient processing.

The donor processing system used by Global Interaction Inc. is password protected, and can only be accessed by authorised personnel using the correct access code and password.

*Access to your information*

You are entitled to ask for and receive a copy of any information that we hold about you.

Global Interaction Inc. will take all reasonable steps to ensure that the information we hold is accurate when we use it. If you believe we may have inadvertently recorded your information inaccurately, please contact us to request the information to be corrected.