



## MANAGEMENT SYSTEMS MANUAL



# Confidentiality and Privacy Policy

During its operations, LETA may collect personal information about the donors, volunteers, yogis, children enrolled in LETA's activities for children. LETA/LEPA will not collect sensitive or health information about its donors, volunteers, yogis and children. Any personal information will be collected directly from the individual whom it belongs to.

**Personal Information** (as defined by Privacy Act 1998) is the 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.

**Sensitive information** (As defined by the Privacy Act 1988) Is information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health, genetic or biometric templates, that is also personal information.

LETA/LEPA will comply with its obligations under the Privacy Act 1998 about collections, retention and provision of personal information during its operations.

LETA/LEPA recognizes the right of the donors, volunteers, yogis and children to maintain their privacy.

Their personal information collected by LETA/LEPA in due course of its operation will be treated confidentially.

LETA/LEPA will notify the donors, volunteers, yogis and children (or their parents/guardians) about collection of their personal information and the purpose of collecting such information. LETA/LEPA will give access to the individuals the right to access their personal information held by LETA/LEPA and have that information corrected or modified if required by the individual.

The personal information collected by LETA/LEPA will not be divulged to any individual or organisation except where LETA/LEPA is required to provide personal information in order to comply with the order of a court of law or law enforcement agency.

Personal information collected by LETA/LEPA will not be disclosed or provided to third party for direct marketing purpose.

LETA/LEPA will obtain consent from the concerned individual(s), if it wishes to use their audio-visual information for its advertising, promotional or fundraising purposes.

LETA/LEPA will develop procedure to handle confidential and personal information. If you would like any further information, or have any queries, problems or complaints relating to the LETA/LEPA Policy or our information handling practices in general, please contact our Trustee-Directors by email at: [life.eternal.trust.australia@gmail.com](mailto:life.eternal.trust.australia@gmail.com)

Signed. 

Director / Trustee LETA/LEPA.

Date: 30/6/2019