

# OCI Foundation International

*Sponsors of the: (i) Cymed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project*



## PRIVACY POLICY OCI FOUNDATION (March 2025)

### 1. PURPOSE AND SCOPE

#### 1.1 PURPOSE

This policy outlines the OCI Foundation's personal information handling practices. The specific legal obligations of entities when collecting and handling personal information are outlined in the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

'Personal information' is information that identifies or can be used to identify a person. OCI Foundation collects and holds personal information from donors, supporters, volunteers, contractors, and others.

#### 1.2 SCOPE

This policy applies to all OCI Foundation staff, office bearers, and volunteers, as well as to all those with whom the OCI Foundation contracts for the organisation's purposes in its professional dealings.

### 2. POLICY STATEMENT

#### 2.1 COMMITTED TO PROTECTING RIGHTS

The OCI Foundation respects and is committed to protecting privacy. All information provided to the OCI Foundation, which is confidential information, will remain confidential and protected.

By contacting us via our website, signing up to our newsletter, becoming a member, applying to work or volunteer with us, making a donation, or otherwise providing us with personal information, you consent to the collection, holding, and administration of personal information as set out below.

#### 2.2 WHAT INFORMATION DO WE COLLECT?

The OCI Foundation may ask for the following information:

- Contact information (name, address, email address, telephone number)
- Personal details such as date of birth, occupation
- Credit card numbers and/or bank account details

All information will be held securely.

#### 2.3 HOW DO WE USE PERSONAL AND CONFIDENTIAL INFORMATION?

The OCI Foundation may use personal information to:

- Process donations and provide receipts.
- Communicate with our supporters.
- Recruit and manage staff or volunteers.
- Conduct marketing activities; and
- Enable other activities and functions of the organisation.

To ensure privacy is protected, information from records will not be disclosed or altered unless requested.

Please note, in some areas of our website the OCI Foundation may host links to other websites. These sites are not controlled by the OCI Foundation and the OCI Foundation cannot take responsibility for their content and, in particular, the privacy policies and practices of those organisations.

## 2.4 HANDLING PERSONAL INFORMATION

The OCI Foundation is obliged by law to comply with certain standards with respect to the handling and storage of personal information. The OCI Foundation has adopted the following principles with respect to the handling and storage of personal information it collects or receives:

- Collect only information which the OCI Foundation 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 an opportunity to opt out of receiving future communications from us.

## 2.5 COMPLAINTS

For any questions or concerns about our Privacy policy or the way personal information has been handled, do not hesitate to get in touch with us at:

**Email:** [info@ocifoundation.org](mailto:info@ocifoundation.org)

If a person is not satisfied with the response to an enquiry or complaint, a complaint can be made to the Office of the Australian Information Commissioner at [oaic@gov.com.au](mailto:oaic@gov.com.au).

## 3. LEGISLATIVE FRAMEWORK AND STANDARDS

3.1 The OCI Foundation also adheres to the following Australian legislations:

- [Australian Privacy Act 1988 \(Cth\)](#)
- [Australian Privacy Principles](#)
- [Payment Card Industry Data Security Standard \(PCI DSS\)](#)

## 3.2 ACKNOWLEDGEMENTS

This policy has been adapted from documents prepared by and used by the Care for Africa (CFA).

## **A. Review of Policy Document**

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

## **B. Feedback**

If you have any feedback on the OCI Foundation on this document, please get in touch with us immediately via the link [\*\*HERE\*\*](#).