



CHILDREN'S WELFARE AND  
OPPORTUNITY NETWORK

## PRIVACY POLICY

### **POLICY STATEMENT**

The Children's Welfare Organisation of Nepal (Australia) (CWON AUST) is committed to safeguarding personal privacy. It recognizes that individuals have a right to control how their personal information is collected and used. Providing personal information is an act of trust and it is taken seriously. Unless given consent to do otherwise, CWON AUST will only collect and use personal information as set out below.

### **APPLICATION OF POLICY**

#### **1. Collecting personal information:**

CWON AUST will not collect or monitor any personal information about an individual without their consent. The only personal information collected is what has been provided voluntarily.

#### **2. Use of tracking technologies:**

CWON AUST uses tracking technologies such as cookies to make use of the website and services as convenient as possible. Cookies are pieces of information that a website transfers to a computer's hard disk for record-keeping purposes. Most web browsers are set to accept tracking technologies such as cookies or web beacons. These tracking technologies do not themselves personally identify users, although they do identify a user's browser.

### **3. Using and disclosing your personal information:**

Personal Information will be used for the following primary purpose:

- To render services related to CWON AUST's activities such as program updates and outcomes.
- In order to operate the web site or deliver a service, personal information may also be shared with a service provider.

### **4. Contact by CWON AUST:**

CWON AUST may contact individuals using the information, which was provided by them in order to:

- Provide information about fundraising campaigns, programs and projects we are undertaking.
- To send newsletters.

### **5. Individual's right of access:**

Individuals have the right to review the information that may be recorded in CWON AUST's database. Information may be reviewed by contacting CWON AUST ([info@cwon.org.au](mailto:info@cwon.org.au))

### **6. CWON AUST and links to other websites:**

CWON AUST provides links to websites outside of the CWON AUST site. These linked sites are not under the control of our organisation, and CWON AUST is not responsible for the conduct of companies linked neither to CWON AUST website nor for the performance or otherwise of any content and/or software contained in such external websites.

## **ROLES & RESPONSIBILITIES**

All individuals working for CWON AUST, whether paid or volunteer, will adhere to this policy and are responsible for ensuring their actions are in line with this policy. Such

individuals are also responsible for notifying the board if they believe this policy is not being followed.

## **POLICY REVIEW**

This policy will be reviewed every two years, or more frequently as appropriate.

## **FURTHER ASSISTANCE**

Representatives who have questions or concerns or require further information in relation to these policies and procedures should contact members of the board or the project supervisor, or where that is not practicable the President of CWON AUST.

## **POLICY PREPARED BY:**



Neville Neal, Treasurer

**Date:** 25/06/2011

## **RATIFIED BY:**



Calida Neal, President

**Date:** 25/06/2011



Benita Morris, Vice President

**Date:** 25/06/2011



**Partner statement:**

Children's Welfare Organization of Nepal (Nepal) (CWON Nepal) agrees to abide by the principles of this policy and to work constructively to achieve the objectives stated in this policy. CWON Nepal also undertakes to adhere to local laws and to be proactive in ensuring that no funds are made available to listed terrorist organisations or made available to a person/s that may misuse funds to either directly or indirectly support a terrorist act.

A handwritten signature in black ink, appearing to read 'Keshab Khanal', is written over a light blue horizontal line.

Keshab Khanal

President Children's Welfare Organization of Nepal

**Date:** 25/06/2011

