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Policy

ISMAPNG and its Corporate Entities commit to comply with the Commonwealth *Privacy Amendment (Enhancing Privacy Legislation) Act 2012* and the Australian Privacy Principles (APPs) contained in this Act. ISMAPNG uses and manages personal information provided to or collected by it in accordance with this law and these principles.

ISMAPNG requires each of its separate incorporated ministries to comply with this Act and APPs and any other relevant privacy legislation and to develop policy, protocols and practices including the appointment of their own Privacy Officer in compliance thereof.

ISMAPNG and its Corporate Entities do not engage in Direct Marketing nor does it adopt, use or disclose Government related identifiers hence APPs 7 & 9 are not applicable.

Given the nature of its operation, it would be impracticable for ISMAPNG and its Corporate Entities to function if APP 2 – anonymity and pseudonymity were to apply.

ISMAPNG and its Corporate Entities adopt detailed procedures for handling each category of personal information collected and managed by ISMAPNG. These procedures are available to relevant persons on request via the Privacy Officer.

If an individual needs clarification or assistance with any matter related to ISMAPNG or its Corporate Entities' collection or use of personal information the Privacy Officer for ISMAPNG should be contacted.

Privacy Officer
Institute of Sisters of Mercy of Australia and Papua New Guinea
720 Heidelberg Road (PO Box 5067)
Alphington Vic 3078

Email: privacy@ismapng.org.au

ISMAPNG will update this privacy policy from time to time. Any updated versions of this policy will be posted on our website.

Scope

This policy applies to all Sisters and Staff of ISMAPNG and its Corporate Entities

Definitions

Corporate Entities means Institute Property Association Limited and McAuley Property Limited

ISMAPNG means Institute of Sisters of Mercy of Australia and Papua New Guinea, a religious institute of pontifical right and a public juridic person within the Catholic Church.

Sisters means all professed members of ISMAPNG and women who have been formally admitted to ISMAPNG's formation program.

Staff means a person, whether remunerated or not, working on behalf of ISMAPNG or its Corporate Entities including employees, contractors, sub-contractors, temporary staff and volunteers.

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