

Document	UF-UTF PP	Approved by Trustees	25th Sept 2022
Responsible person	Roslyn Andrews	Scheduled review date	September 2025

## Scope & Purpose

The purpose of this document is to outline how Ujamaa manages personal and sensitive information ensuring your rights are protected in line with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act). Personal information is information from which it is possible to determine a person's identity. Throughout this document, Ujamaa includes all activities relating to the Ujamaa Foundation (UF) and Ujamaa Tanzania Foundation (UTF).

This policy covers:

- Why we collect information
- The type of information we collect
- How we collect information
- How we use and disclose information
- How to access and correct information
- Data security and storage
- How to make an enquiry or complaint.

## Policy

Ujamaa is committed to safeguarding personal and sensitive information.

### Why we collect information

Ujamaa collects personal information for the following purposes:

- Fundraising, marketing and promotional purposes
- To send communications, respond to enquiries or to provide information requested by you
- To deliver services to orphaned/vulnerable children including:
  - direct relief from poverty, safe and appropriate housing, providing food, education, clothing, medical supplies and other basic needs.
- To meet legal and regulatory requirements as it relates to UTF and its projects
- To employ staff through UTF

### The type of information we collect

The type of personal information that Ujamaa collects may include:

- sensitive information relating to Employee and Child health records such as, vaccination records, insurance cards, Health Check forms, health records and history of treatment

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- Child Admission records including reports from Social Welfare and/or Police, reasons for admission, family care arrangements, family contact information and special needs
  - Demographic information of Children (age, gender, religion, and tribe)
  - Employee personal information such as name, address, phone number, date of birth, emergency contact, Tax Identification Number, National ID, Driver's License, Academic Certificates and NSSF number
  - Identifying information such as names and contact details (name, address, email, and mobile number) of supporters, donors and sponsors.

### **How we collect information**

Ujamaa may collect your personal information when you:

- Join our mailing list
- Attend an event
- Communicate with us directly
- Make a donation

We will seek your express (verbal or written) consent when collecting sensitive information.

### **How we use and disclose information**

We will only use or disclose your information for the purposes outlined in 'Why we collect information' and in line with this privacy policy.

### **How to access and correct information**

If you notify us that you wish to withdraw your participation in any process that involves the collection of your personal information, any personal information you have supplied to that point will be electronically deleted or physically destroyed. You have the right to be anonymous and to request the use of a pseudonym in place of your personally identifying information.

You can request this information by contacting Ujamaa (see How to make an enquiry or complaint). You have the right for your personal data to be erased or corrected and for us to cease it being disseminated.

### **Data security and storage**

Our UF Code of Ethics and Proper Practice Policy and UCH Code of Conduct Policy and Procedure requires our people to adhere to a high standard of ethics and integrity when managing any personal or sensitive information.

For internal file management, security of digital data is supported by cloud-based technology that provides a high level of data protection as data is automatically synchronised and saved on servers in a secure data centre managed by Google Drive. Data security is further outlined in our UF-UTF Record Keeping Policy and Procedure.

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### How to make an enquiry or complaint

Please contact us if:

- you have any queries in relation to this privacy policy;
- you would like to know what personal information the Ujamaa Foundation and UTF holds about you and how you can gain access to it; or
- you believe that your privacy has been breached and you wish to make a complaint.

You may contact Ujamaa by emailing:

Carley Mchome - Tanzania Project Manager: [ujamaa.children@gmail.com](mailto:ujamaa.children@gmail.com)

Ros Andrews - Trustee of the Ujamaa Foundation: [roslyn.andrews@gmail.com](mailto:roslyn.andrews@gmail.com)

### Definitions

**Personal information** includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.

For example, **personal information** may include:

- an individual's name, signature, address, phone number or date of birth
- sensitive information
- employee record information
- photographs
- internet protocol (IP) addresses.

**Sensitive information** is personal information that includes information or an opinion about an individual's:

- racial or ethnic origin
- political opinions or associations religious or philosophical beliefs
- trade union membership or associations sexual orientation or practices
- criminal record
- health or genetic information

Generally, sensitive information has a higher level of privacy protection than other personal information.

### **Administration of this policy**

This Policy will be reviewed every three years. The next review will be in September 2025.

### **Other related documents**

- UF Code of Ethics and Proper Practice Policy
- UF-UTF Record Keeping Policy and Procedure
- UF-UTF Risk Management Policy and Procedure
- UCH Procedure Manual
- UCH Code of Conduct Policy and Procedure