



ORPHANCARE FOUNDATION

No. 6, Lorong SS 1/24A, Kampung Tunku, 47300 Petaling Jaya, Selangor, MALAYSIA

Tel +6 03 78761900 Fax +6 03 78751900 HP +6 010 283 0528

Email admin@orphancare.org.my URL www.orphancare.org.my

ORPHANCARE FOUNDATION PERSONAL DATA (PRIVACY) POLICY

Your Privacy Matters to us

OrphanCare is committed to protecting the privacy of personal information collected by our organisation and is bound by Act 709 Personal Data Protection Act (PDPA) 2010 Malaysia.

OrphanCare is the owner of this website and the services offered in www.orphancare.com as well as direct data handling with employees, clients and their families, volunteers and donors and thus responsible for the collection, processing and the use of personal data within the meaning of the Personal Data Protection Act (PDPA) 2010.

OrphanCare abides by the Personal Data Protection Act 2010 which regulates how we may collect, use, disclose, store information, correct or modify, access, and process sensitive information. Any information provided to us remains private and is only used for the purposes of OrphanCare.

The processing of data by OrphanCare shall be in compliance with the Personal Data Protection Principles set out below:

- (a) The General principle;
- (b) The Notice and Choice Principle;
- (c) The Disclosure Principle;
- (d) The Security principle;
- (e) The Retention Principle;
- (f) The Data Integrity Principle; and
- (g) The Access principle



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OUR POLICY

1. Collecting Personal Information

The nature of our services require that we collect and retain certain personal information. OrphanCare collects personal information in a number of ways including telephone calls, by email, form completion, interviews and through social media including the OrphanCare website. We preserve the confidentiality of all information collected.

We only collect personal information that is relevant and reasonably necessary with regards the process of adoption, reintegration and fostering. OrphanCare will endeavour to collect personal information directly from an individual. However, information may come from third parties such as caregivers, counsellors, social workers, family members, trustees or authorised representatives.

- 1) We wish to keep your personal information in our records accurate, relevant, comprehensive and current.
- 2) We shall take all reasonable precaution to ensure that the information we collect is given in confidence and remains confidential.

2. Disclosure of Personal Information

Data held by OrphanCare Foundation will be kept confidential. OrphanCare will disclose personal information only when such information enables OrphanCare to provide a service or by the dictates of law.

3. Storing personal information

OrphanCare will take all reasonable and practical steps to protect personal information from any loss, misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction. OrphanCare shall be mindful about where personal information and data are stored and take suitable security measures with regards any equipment in which personal information is stored and the transfer of personal data.



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4. Accessing and Correcting Personal Information

An individual shall be given access to his or her personal data held by OrphanCare and be allowed to correct personal information that is inaccurate, incomplete, misleading or not up-to-date, except where non-compliance with a request for such access or correction is exercised under the Personal Data Protection Act 2010 or relevant laws.

5. Retention of information.

OrphanCare shall not keep personal information longer than necessary for the fulfilment of the intended purpose. Personal information that is no longer required or relevant will be destroyed in a secure manner or de-identified.

6. Your consent

By using this website and services OrphanCare Foundation grants consent for the collection and use of your information in accordance with this privacy policy statement.

7. Modification

OrphanCare may modify this privacy policy statement from time to time and at its absolute discretion. By continuing to use this website following such changes to this privacy policy statement, you hereby agree to be bound by such modifications.

OrphanCare Foundation

March 2017