

Policy Direction – Privacy Policy

Rationale and Relationship to Mission, Principles and Values

Graceland Africa Mission (GAM) respects the personal privacy of individuals, stakeholders, sponsors, and organizations who donate funds or gifts to GAM; volunteers, as well as the people in Africa who receive support and encouragement from the organization. It is essential that GAM encourage a culture that honors and respects all individuals' right to privacy.

Policy Objective

The privacy policy is in place to protect the privacy of all individuals associated with GAM. This includes the board of directors, advisory council members, volunteers, and all associates and clients in Africa.

Before assuming or resuming, as the case may be, their duties and responsibilities for GAM, the board of directors, advisory council members, and volunteers shall review this document, acknowledging their knowledge and understanding of the Privacy Policy of GAM.

Authorization

The Privacy Policy of Graceland Africa Mission was approved by the board of directors on May 26th, 2017.

Policy Application

This policy applies to all levels and operations of GAM (including Kenya). GAM's Privacy policy shall be reviewed annually with all volunteers ensuring compliance.

Policy Details

Public

Graceland Africa Mission (GAM) shall hold all personal data in strict confidence. Only such data as reasonably necessary for the operation and promotion of GAM shall be collected and maintained. No personal data (including photos) shall be given, rented, sold or transferred to any third party, except as may be provided by law.

Third parties that GAM may use to provide a service shall be required to sign a confidentiality agreement and provide assurance of their ability to maintain confidentiality whenever personal data from GAM may be involved.

Any use of personal data by GAM other than the use intended when the information was collected shall require the explicit consent of the individuals' involved. Such consent may be subsequently withdrawn. Every reasonable precaution shall be taken to maintain the integrity and security of GAM's records.

The board directors and advisory council members shall not disclose any personal information to anyone outside the board. A breach of this policy may be grounds for discipline, demotion, or dismissal according to the policies and procedures of GAM.

Any individual whose personal data GAM holds may request in writing to see that information and/or to whom the information has been disclosed. Such requests will be honored as quickly as possible, taking no longer than thirty days. Information that may identify another person shall not be released and therefore may restrict the release of the personal information requested.

Volunteers

All volunteers have the right to expect that their personal information shall be held in confidence. Personal information shall not be shared with other volunteers beyond what is reasonable for the performance of the job or anyone outside of GAM except as provided by law or with the explicit consent of the individual. A breach of this policy may be grounds for discipline, demotion, or dismissal of a board director, advisory council member, and volunteer.

Promotion

Promotion of GAM's mission depends on telling individuals' stories. Care must be taken not to violate the privacy of the people we are trying to help. It is advisable to secure permission from the person or their family whose story is to be told. Facts should be double checked for accuracy. Nothing should be said or done to portray the person in a negative way. No personal information shall be presented of a person who has requested privacy. Photos shall not be taken of those who express reluctance of being photographed.

Sponsors and Sponsored Children

Our sponsors and sponsored children, have the right to be treated courteously, fairly and have their privacy protected. Personal information is given in good faith by sponsors and donors and will only be used to maintain or enhance their relationship with GAM and sponsored children. Only sponsors' names are given to sponsored children. Similarly, GAM protects the rights of sponsored children and their families, providing only such information deemed necessary and appropriate to maintain the relationship between children and their sponsors.

Monitoring and Compliance

The board chairperson is responsible for implementing and monitoring GAM's privacy policy. All complaints or concerns regarding privacy shall be directed to the board of directors.

Policy Review

This policy is to be reviewed every five (5) years.

May 26, 2017

May 27, 2023