



POLICY DOCUMENT

Title: PRIVACY POLICY
Implemented: 29th of October 2014
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Version: 2

Introduction

Iramoo Community Centre is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this policy is to provide a framework for Iramoo Community Centre in dealing with privacy considerations in line with the Privacy Act. This includes Committee of Management, staff and volunteers.

Policy

Iramoo Community Centre collects and administers a range of personal information for the purposes of:

- **Providing community programs:** we collect personal information on where the participant lives, their contact details, medical details, permission to photograph and be included on our community notices listing for emailed announcements. We collect personal contact details to assist with the coordination of the programs and services and to ensure the personal safety of the participant whilst they are attending our program.
- **Providing children's services programs:** we collect personal information on where the family lives, their contact details, medical details and permission to photograph. We collect this information to assist with the coordination of the programs and services and to ensure the personal safety of the child whilst they are attending our children's services program.
- **Providing venue hire to the local community:** we collect personal information on where the users live, their contact details and their bank details. We collect this information to administrate their usage of the centre.
- **Mail out list:** we collect addresses and email information to add to our mailing list. We collect this information to ensure we can provide centre notices to members of the community.
- **Managing employee records:** we collect personal information on where employees live, their contact details, medical details, bank details, superannuation details, tax details and qualifications. We collect this information to manage staff in their roles, to administrate their salaries and entitlements, and to ensure their safety in the workplace.

- **Running a website:** we collect and promote information on our website (including contact details) to co-ordinate and promote the diverse programs at the centre.

The organisation is committed to protecting the privacy of personal information it collects, holds and administers. We will store all personal information collected in a lockable cupboard or room to ensure no-one unauthorised has access to the information. Iramoo Community Centre recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

Iramoo Community Centre is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Iramoo Community Centre will

- Collect only information which the organisation requires for its primary function;
- Ensure that staff and users are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Will not disclose or sell any personal information to other users of the centre without permission to do so;
- Do not disclose personal information to overseas entities;
- Store personal information securely, protecting it from unauthorised access;
- Provide staff and users with access to their own information if they need to update information or request to have access to it; and
- Destroy any personal information no longer required.

In particular, staff members shall not –

- disclose to any member of the public any personal or confidential information acquired by virtue of their position as a staff member;
- use any confidential information acquired by virtue of their position for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any personal or confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position;
- make statements to the media in the name of the organization; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

This policy shall apply especially to personal information relating to families accessing child care services or other users of the Centre or any of its programs.

If there is a breach of privacy, the matter will be referred onto the Centre Manager. For all high risk breaches the matter will be referred onto the Committee of Management who will determine the required action needed.

In particular, Committee members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as a Committee member;

- use any confidential information acquired by virtue of their position on the Committee for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Committee;
- make statements to the media in the name of the organisation except as specified in the Committee's Media Relations policy; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

On those occasions and for those matters that the Committee elects not to make public, Committee members shall respect the confidentiality of those documents and of any deliberations in the Committee on those matters.

The obligation to protect such confidential matters from disclosure continues even after the individual Committee member is no longer serving on the Committee.

The Committee shall decide from time to time whether any observers shall be refused permission to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, the President may direct that information identifying individuals be removed from material before its consideration by the Committee.

Responsibility

It is responsibility of the Committee of Management, staff and volunteers to ensure this policy is adhered to at all times.

Related Documents

Australian Privacy Principle guidelines, OAIC website www.oaic.gov.au
Media Relations Policy