



**Landcare Association of South Australia**  
**Privacy Policy**

**Established:** 10<sup>th</sup> May 2023

**Owner:** Landcare Association of South Australia

**Next Review:** May 2024

**Related Documents:**

LASA Communications Policy

LASA Workplace Health and Safety Policy

<b>INTRODUCTION</b>	<p>The Landcare Association of South Australia (LASA) is committed to protecting the privacy of personal information which it collects, holds and administers by preventing wrongful access, collection, disclosure or release of personal information by verbal, written or electronic means.</p> <p>LASA is also committed to protecting the personal information and opinions and discussions of LASA staff and Management Committee members (hereafter Committee) during internal and external meetings.</p>
<b>PURPOSE</b>	<p>The policy is designed to ensure that LASA staff, Committee and volunteers comply with and observe the statutory requirements of the <i>Privacy Act 1988</i> to protect the personal information gathered from members and stakeholders and the confidential proceedings of staff and Committee meetings.</p>
<b>POLICY</b>	<p>All staff, volunteers and committee of LASA shall be aware and observant of the 13 Australian Privacy Principles (APP), outlined in the <i>Privacy Act 1988</i>. Further detail is available on <a href="https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles">https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles</a> and whilst the APPs are not prescriptive, each APP entity needs to consider how the principles apply to its own situation. The principles cover:</p> <ul style="list-style-type: none"> <li>• the open and transparent management of personal information including having a privacy policy,</li> <li>• an individual having the option of transacting anonymously or using a pseudonym where practicable,</li> </ul>



	<ul style="list-style-type: none"> <li>• the collection of solicited personal information and receipt of unsolicited personal information including giving notice about collection,</li> <li>• how personal information can be used and disclosed (including overseas),</li> <li>• maintaining the quality of personal information,</li> <li>• keeping personal information secure, and</li> <li>• right for individuals to access and correct their personal information.</li> </ul> <p>There are also separate APPs that deal with the use and disclosure of personal information for the purpose of direct marketing (APP 7), cross-border disclosure of personal information (APP 8) and the adoption, use and disclosure of government related identifiers (APP 9).</p>
<p><b>PROCEDURES</b></p>	<p><b>I. COLLECTION</b></p> <p>LASA will:</p> <ol style="list-style-type: none"> <li>a) Only collect information that is necessary for the performance and primary function of LASA (including documents collected under the LASA Workplace Health and Safety Policy). Where practicable, collection of personal information will only occur from interaction with that individual,</li> <li>b) Notify stakeholders about why we collect information and how it is administered, and</li> <li>c) Notify stakeholders that this information is accessible to them.</li> </ol> <p><b>II. USE AND DISCLOSURE</b></p> <p>LASA will:</p> <ol style="list-style-type: none"> <li>a) Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose,</li> <li>b) For other uses, we will obtain consent from the affected party, and</li> <li>c) Not release or disclose documents and information gathered under the LASA Workplace Health and Safety Policy to any external party, except when specific approval from the person concerned has been given, or in the case that it is legally required.</li> </ol>



	<p><b>III. DATA QUALITY</b> LASA will take reasonable steps to ensure the information we collect is accurate, complete, up-to-date and relevant to the functions we perform.</p> <p><b>IV. DATA SECURITY</b> LASA will safeguard the information we collect against misuse, loss, unauthorised access and modification. Reasonable steps will be taken to destroy or permanently de-identify personal information no longer needed.</p> <p><b>V. OPENNESS</b> LASA will ensure stakeholders are aware of this policy and make this information freely available.</p> <p><b>VI. ACCESS AND CORRECTION</b> LASA will ensure individuals have a right to seek access to information about them and to correct it, if it is inaccurate, incomplete or misleading or not up to date.</p> <p><b>VII. ANONYMITY</b> LASA will give stakeholders the option of not identifying themselves when completing evaluation forms and surveys.</p> <p><b>I. DISCLOSURE OF CONFIDENTIAL INFORMATION</b> LASA will give stakeholders the option of not identifying themselves when completing evaluation forms and surveys.</p>
<p><b>MAKING INFORMATION AVAILABLE TO THIRD PARTIES</b></p>	<p>LASA organisational, associate and individual members will be asked to provide basic contact details that are able to be shared on the LASA website and with stakeholders. On providing this information, LASA members must be aware that this will be available to the public.</p> <p>Outside of this information, LASA:</p> <ul style="list-style-type: none"> <li>a) Can only release personal information about a person with that person’s expressed permission. For personal information to be released, the person concerned must sign a release form (Appendix A),</li> </ul>



	<p>b) Can only release information to a third person where it is requested by the person concerned, and</p> <p>c) If the information is required in order to inform members of opportunities or events that are in line with our organisation’s mission or vision, we may provide a third party with name and address labels only. We are never to provide the information in electronic format.</p> <p>All LASA staff and Committee members must adhere to the LASA Communications Policy in response to requests for information from stakeholders and members of the public or press.</p>
<p><b>DISCLOSURE OF PROCEEDINGS OF LASA MEETINGS</b></p>	<p>Disclosure of the proceedings of internal meetings of LASA staff and Committee members and with external stakeholders will follow the following procedures:</p> <ol style="list-style-type: none"> <li>1) In the interest of transparency, the minutes of Committee meetings, including any motions passed, will be available to the public and stakeholders upon request. Any discussion had and opinions voiced prior to the motion passed must be depersonalised.</li> <li>2) Release of the minutes of Committee meetings may be delayed or placed under embargo where they discuss:             <ol style="list-style-type: none"> <li>i) an upcoming announcement,</li> <li>ii) topic/s of a sensitive nature, or</li> <li>iii) a superseded decision or update.</li> </ol> </li> <li>3) All requests for information pertaining to the proceedings of LASA meetings shall be reviewed by the Committee to determine the course of action.</li> <li>4) All LASA staff and Committee members must adhere to the LASA Communications Policy in response to requests for information from stakeholders and members of the public or press.</li> <li>5) The opinions of and discussions had with LASA staff and Committee members in both external and internal meetings will be treated as confidential and must not be disclosed to stakeholders and members of the public or press.</li> <li>6) The opinions of and discussions had with external stakeholders and partners in external meetings will be treated as confidential and must not be disclosed to stakeholders and members of the public or press.</li> </ol>



# Landcare Association of South Australia Inc

A member of the National Landcare Network

ABN 20 341 395 200



<b>COMPLAINTS</b>	<p>All complaints against LASA staff, employees, committee or volunteers in respect of privacy must be reviewed and investigated within ten working days of the complaint being received.</p> <p>All responses to privacy requests and complaints shall be reviewed by the Committee.</p>
<b>RESPONSIBILITIES</b>	<p>It shall be the responsibility of the Committee to ensure that all requirements of this policy are complied with.</p> <p>LASA’s Committee, staff and volunteers are responsible for the implementation of this policy.</p> <p>These policy and procedures shall be reviewed annually by the Committee.</p>

## Appendix A:

### CONSENT TO PUBLICATION OF PERSONAL INFORMATION

*In accordance with the Privacy Act 1988*

The Landcare Association of South Australia (LASA) requires your consent to use your personal information that is necessary for its publications, media opportunities and website. LASA’s Privacy Policy may be accessed <https://landcaresa.asn.au/resources/publications/>.

I, (print name) \_\_\_\_\_

Of (insert address) \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_



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By signing this document, I <b>CONSENT</b> to my: (please tick information you consent to have published)		Being <b>PUBLISHED</b> in any of the following: (please tick which publications you consent to)	
<input type="checkbox"/>	Name	<input type="checkbox"/>	LASA publications
<input type="checkbox"/>	Address	<input type="checkbox"/>	LASA website
<input type="checkbox"/>	Email address	<input type="checkbox"/>	LASA Facebook page
<input type="checkbox"/>	Photograph	<input type="checkbox"/>	LASA media releases
<input type="checkbox"/>	Other (insert detail)	<input type="checkbox"/>	Other (insert detail)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_