



# Privacy Policy

TEMPLATE 009

VERSION 2-SA 1.3.2016

## for community environmental groups

### INTRODUCTION

XYZ Community Group 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.

### PURPOSE

The policy is designed to ensure that XYZ Community Group staff, members and volunteers comply with and observe the statutory requirements of the *Privacy Act 1988*.

### POLICY

All staff, members, volunteers and committee of XYZ Community Group shall be aware and observant of the 13 Australian Privacy Principles (APP), outlined in the *Privacy Act 1988*. Further detail is available on <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles> and whilst the APPs are not prescriptive, each APP entity needs to consider how the principles apply to its own situation. The principles cover:

- the open and transparent management of personal information including having a privacy policy
- an individual having the option of transacting anonymously or using a pseudonym where practicable
- the collection of solicited personal information and receipt of unsolicited personal information including giving notice about collection
- how personal information can be used and disclosed (including overseas)
- maintaining the quality of personal information
- keeping personal information secure
- right for individuals to access and correct their personal information

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).

## **PROCEDURES** COLLECTION

XYZ Community Group will:

- a) Only collect information that is necessary for the performance and primary function of XYZ Community Group. Where practicable, collection of personal information will only occur from interaction with that individual.
- b) Notify stakeholders about why we collect information and how it is administered.
- c) Notify stakeholders that this information is accessible to them.

## **USE AND DISCLOSURE**

XYZ Community Group will:

- a) Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- b) For other uses, we will obtain consent from the affected party.

## **DATA QUALITY**

XYZ Community Group will take reasonable steps to ensure the information we collect is accurate, complete, up-to-date and relevant to the functions we perform.

## **DATA SECURITY**

XYZ Community Group 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.

## **OPENNESS**

XYZ Community Group will ensure stakeholders are aware of this policy and make this information freely available.

## **ACCESS AND CORRECTION**

XYZ Community Group 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.

## **ANONYMITY**

XYZ Community Group will give stakeholders the option of not identifying themselves when completing evaluation forms and surveys.

XYZ Community Group:

- 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.
- b) Can only release information to a third person where it is requested by the person concerned.

## **MAKING INFORMATION AVAILABLE TO THIRD PARTIES**

- 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.

**COMPLAINTS**

All complaints against XYZ Community Group staff, employees, committee or volunteers in respect of privacy must be reviewed and investigated within 10 working days of the complaint being received.

All responses to privacy requests and complaints shall be reviewed by the Committee.

**RESPONSIBILITIES**

It shall be the responsibility of the Committee to ensure that all requirements of this policy are complied with.

XYZ Community Group’s Committee, staff and volunteers are responsible for the implementation of this policy.

These policy and procedures shall be reviewed every year by the Committee.

**AUTHORISATION:**

- This version was approved on: [Click here to enter a date.](#)
- This version takes effect on: [Click here to enter a date.](#)
- Authorised by: [Insert name](#)
- Chairperson: [Insert name](#)
- Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of LASA or the user’s independent advisor.

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