

Privacy Policy

1. Purpose

The purpose of this policy is to provide a framework for the Centre to manage personal information.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's CDO to ensure that the procedures are implemented.

3. Principles

The Centre is committed to protecting the privacy of personal information which the Centre collects, holds and administers, inline with the National Privacy Principles and the Information Privacy Principles.

4. Definitions

Personal information is information which directly or indirectly identifies a person.

5. Policy

The Centre is committed to maintaining the privacy of personal information about Board members, staff members, volunteers, contractors, hirers and Centre users and will:

- only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose - for other uses the Centre will obtain consent from the person
- take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions it or contractors perform
- safeguard the information it collects and store against misuse, loss, unauthorised access and modification
- destroy records responsibly
- ensure Board members, staff members, volunteers, contractors, hirers and Centre users have a right to seek access to information held about them and to make corrections if information is inaccurate, incomplete, misleading or not up-to-date.

6. Procedures

The Centre will:

- only collect information that is necessary for the performance and primary function of the Centre
- notify people about why we collect the information and how it is administered.
- notify people that this information is accessible to them.

7. References

- Privacy Act 1988
- National Privacy Principles
- Information Privacy Principles

8. Forms or Attachments

- X

9. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		