

# Policy Document

## Privacy

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### Introduction

The Board of Southern New England Landcare is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly

### Purpose

The purpose of this document is to provide a framework for Southern New England Landcare in dealing with privacy considerations.

### Policy

Southern New England Landcare collects and administers a range of personal information for the purposes of fulfilling its role. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Southern New England Landcare 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. These privacy values are reflected in and supported by our core values and philosophies.

Southern New England Landcare is bound by NSW and Federal Privacy Laws, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted certain Privacy Principles as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders 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;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Southern New England Landcare will adhere to the Procedures outlined below.

### Procedures

#### Collection

Southern New England Landcare will:

- Only collect information that is necessary for the performance and primary function of Southern New England Landcare.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

#### Use and Disclosure

Southern New England Landcare will:

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

### **Data Quality**

Southern New England Landcare 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 and Retention**

Southern New England Landcare will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

### **Openness**

Southern New England Landcare will:

- Ensure stakeholders are aware of Southern New England Landcare 's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

Southern New England Landcare will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

### **Anonymity**

Southern New England Landcare will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

### **Making information available to other service providers**

Southern New England Landcare:

- 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.
- Can release information to third parties where it is requested by the person concerned.
- If the information is required in order to inform members of opportunities or events that are in line within our organisation's mission or vision, we may provide the third party with name and address **labels** only. We are never to provide information in electronic format.

### **Responsibility**

- The organisation's Board is responsible for adopting this policy.
- The organisation's Board, Coordinator (Manager) and all staff members, contractors and volunteers are responsible for the implementation of this policy.
- The organisation's Executive Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.