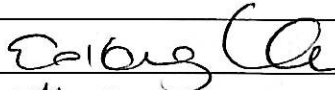




Title:	PRIVACY POLICY
Section:	Administration
Version Number:	1
Approval	CEO
Signature	
Date	8th June 2010
Review Date:	2 years from date of approval

1. POLICY STATEMENT

VSA & NT is committed to protecting the privacy of personal information in accordance with the Privacy Act 1988 and the National Privacy Principles.

2. OBJECTIVE

The purpose of this document is to provide a framework for VSA&NT in dealing with privacy considerations.

This policy includes a release form for the use of personal information, such as photographs, for use by VSA&NT in its marketing, promotional, training and other activities.

3. LEGISLATION

Privacy Act 1988

- <http://www.privacy.gov.au/>
- <http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&mostrecent=1>

Information Act 2002 – Northern Territory

SA Freedom of Information Act 1991

4. PERSONAL INFORMATION

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

VSA&NT will:

- Only *collect* information that is necessary for the performance and delivery of services to clients and stakeholders or is required under our contractual agreements to funding bodies.
- *Inform* clients and stakeholders why the information is collected and how it is administered.
- *Notify* clients and stakeholders that information is accessible to them.

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.
- *Safeguard* the information we collect and store against misuse, loss, unauthorised access and modification.
- Ensure staff, volunteers, clients and stakeholders are *aware* of this Privacy Policy and its purposes.
- Ensure individuals have a right to *access* to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.
- Give clients and stakeholders the option of not identifying themselves when completing forms or surveys.
- Only release personal information with that person's expressed permission. For personal information to be released, the person concerned must sign a release form. Personal information includes;
 - Name
 - Address
 - Contact details
 - Photographs
- Only *use or disclose* information for the primary purpose for which it was collected or a directly related secondary purpose.

5. NON IDENTIFYING INFORMATION

Non identifying information is collected and used for statistical purposes only. This information may include:

- Country of birth
- Whether you identify yourself as a person with Indigenous or Torres Strait Islander heritage
- Whether you identify yourself as a person with a disability
- Centrelink customer status
- Age
- Sex

VSA & NT collects non identifying web site data using Google Analytics.

5. ATTACHMENTS

Attachment 1: Summary of National Privacy Principles

Attachment 2: Release Form

Attachment 1 – National Privacy Principles –Summary

Refer to web site for more the full text of Privacy Principles

<http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&mostrecent=1>

1. Collection

An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.....

2. Use and disclosure

An organisation must not use or disclose personal information about an individual for a purpose other than the primary purpose or related secondary purpose of collection.....

3. Data quality

An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.....

4. Data security

An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.....

5. Openness

An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone.....

6. Access and correction

If an organisation holds personal information about an individual, it must provide the individual with access to the information on request by the individual (exceptions noted in act).....

7. Identifiers

An organisation must not adopt as its own identifier of an individual an identifier of the individual.....

8. Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with an organisation.....

9. Transborder data flows

An organisation in Australia or an external Territory may transfer personal information about an individual to someone (other than the organisation or the individual) who is in a foreign country only

10. Sensitive information

An organisation must not collect sensitive information about an individual unless (prescribed conditions are listed).....

**Attachment 2 – Release Form****Consent**

I give consent to Volunteering SA & NT to make, **USE** and retain personal information as detailed below that may identify me, my child or an individual for whom I have authorised decision-making responsibility.

I can withdraw or modify my consent at any time in writing to Volunteering SA&NT, Torrens Building, Level 1, 220 Victoria Square, Adelaide. Fax: (08) 8221 7188, Email: reception@volunteeringsa.org.au

Name:			
Contact Details:	Address:		
	Phone:		
	Email:		
Signature: Participant or Guardian		Date:	
Name of Guardian			

The person whose personal information is used is known as “the Participant”

Personal Information

Please specify the personal information covered by this release form.

Photographs or video recordings:	
Name, address, contact details:	
Other information:	

Conditions/limitations

Please list any restrictions you want to apply to the use of your personal information (eg cultural considerations, usage restrictions, expiry of consent etc):

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Undertakings

I understand that by giving consent, Volunteering SA&NT can use the above personal information to promote volunteering. Volunteering SA & NT may reproduce the information in any form, in whole or in part, and distribute the works by any medium including the Internet, CD-ROM or other multimedia.

I understand that Volunteering SA& NT:

- will not pay me for giving this consent or for the use of my image/s;
- may keep the image/s on record until I revoke my consent;
- will return or destroy images if I withdraw this consent, with the exception of those already published;
- may use the image in the future, unless I specify limitations for its use; and
- will not infringe the rights of any third party by exercising its rights given in this Consent