**Privacy Policy**

|  |  |
| --- | --- |
| **Authorised By:** |  |
| **Prepared By:** |  |
| **Issue Date:** |  |
| **Review Date:** |  |
| **Version:** |  |

|  |  |
| --- | --- |
| **Purpose** | This policy is to safeguard and protect the right to privacy, responsible collection, maintenance and disposal of personal information relevant to members employees, volunteers or other persons using the services of association. |
| **Guiding Principles** | 1. Associations through collects personal information about their members:
2. This is necessary for the lawful provision of services to members in accordance with the constitution
3. Important that this policy is made available to members or other persons using the services of the association
4. Any attack through hacking – ensure that members are advised, and actions are taken to rectify any breach
5. Data must be stored securely
6. When in possession or control of a record containing personal information, the association will ensure that:
7. The record is protected against loss, unauthorised access, modification or disclosure, by such steps as it is reasonable in the circumstances to take
8. If it is necessary for that record to be given to a person in connection with the provision of a service to your association everything reasonable will be done to prevent unauthorised use or disclosure of that record.
9. Association will not disclose such personal information to a third party:
10. Without the individual’s consent; or
11. Unless that disclosure is required or authorised by or under law.
 |
| **References – Internal** | Privacy Procedure |
| **References – External**  | The Privacy Act 1988Check if your association needs to comply with The Privacy Act1988. Those over $3.Million in revenue per annum need to comply. Ideally organisations under $3.Mill should opt in and adopt the requirements of the Privacy Act. |
| **Review** | Policies should be reviewed every three years. |