

## **Privacy Policy Guidelines**

### **POLICY STATEMENT**

LEAP East Victoria Park is committed to protecting and upholding the right to privacy of members. In particular LEAP East Victoria Park is committed to protecting and upholding the rights of our members to privacy in the way we collect, store and use information about them, their needs and the services we provide to them.

LEAP East Victoria Park requires instructors, volunteers and members to be consistent and careful in the way they manage what is written and said about individuals and how they decide who can see or hear this information.

The group will follow the guidelines of the *National Privacy Principles* in its information management practices.

LEAP East Victoria Park will ensure that:

- it meets its legal and ethical obligations in relation to protecting the privacy of members.
- Instructors, Volunteers and Members are provided with information about their rights regarding privacy.
- Instructors, Volunteers and Members are provided with privacy when they are being interviewed or discussing matters of a personal or sensitive nature.
- all Instructors, Volunteers and Members understand what is required in meeting these obligations.

This policy conforms to the *Federal Privacy Act (1988)* and *the National Privacy Principles* which govern the collection, use and storage of personal information.

This policy will apply to all records, whether hard copy or electronic, containing personal information about individuals, and to interviews or discussions of a sensitive personal nature.

### **PROCEDURES**

#### **Dealing with personal information**

In dealing with personal information, LEAP East Victoria Park organiser(s) will:

- ensure privacy for instructors, volunteers and members when they are being interviewed or discussing matters of a personal or sensitive nature
- only collect and store personal information that is necessary for the functioning of the group and its activities
- use fair and lawful ways to collect personal information
- collect personal information only by consent from an individual
- ensure that people know what sort of personal information is held, what purposes it is held it for and how it is collected, used, disclosed and who will have access to it
- ensure that personal information collected or disclosed is accurate, complete and up-to-date, and provide access to any individual to review information or correct wrong information about themselves
- take reasonable steps to protect all personal information from misuse and loss and from unauthorised access, modification or disclosure

## *LEAP East Victoria Park*

- destroy or permanently de-identify personal information no longer needed and/or after legal requirements for retaining documents have expired.

### **Responsibilities for managing privacy**

- All Instructors, Volunteers and Members are responsible for the management of personal information to which they have access.
- The organiser(s) are responsible for content in any LEAP East Victoria Park publications, and communications must ensure the following:
  - appropriate consent is obtained for the inclusion of any personal information about any members
- The organiser(s) are responsible for safeguarding personal information relating to LEAP East Victoria Park instructors, volunteers and members.
- The organiser(s) will be responsible for:
  - ensuring that all instructors, volunteers and members are familiar with the Privacy Policy
  - handling any queries or complaints about privacy issues.

### **Privacy information for instructors, volunteers and members**

At registration members will be told what information is being collected, how their privacy will be protected and their rights in relation to this information.

As part of the induction process, instructors and volunteers will be told what information is being collected, how their privacy will be protected and their rights in relation to this information.

### **Privacy for interviews and personal discussions**

To ensure privacy for instructors, volunteers and members when discussing sensitive or personal matters, the organiser(s) will:

Arrange a private interview space. Where the interview takes place over the telephone, the conversation will take place out of hearing of others.