

Internal document name:	Privacy Guidelines G 3 11 Code reference 6.2.1	
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Introduction

The Board of Reledev is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Reledev also commits to not making statements about other ACFID Members with the intention of creating a reputational or other advantage to themselves.

Purpose

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

Policy

Reledev collects and administers a range of personal information for the purposes of membership and fundraising. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Reledev 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.

Reledev is bound by the *Privacy Amendment (enhancing privacy protection) Act (2012)* (effective from 12th March 2014) which is an amendment to the previous *Privacy Act (1988)*, as well as other laws, which impose specific obligations when it comes to handling 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.

- Provide stakeholders with access to their own information, and the right to seek its correction.

Procedures collection

Reledev will:

- Only collect information that is necessary for the performance and primary function of Reledev.
- 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

Reledev 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

Reledev 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

Reledev will:

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

Openness

Reledev will:

- Ensure stakeholders are aware of Reledev's privacy policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and correction

Reledev 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

Reledev will:

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

Making information available to other service providers

Reledev:

- 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.

Responsibility

- The Board/Committee of Management is responsible for adopting this policy.
- The Board/Committee of Management, coordinator (manager) and all staff members, contractors and volunteers are responsible for the implementation of this policy.
- Reledev staff are responsible for monitoring changes in privacy legislation and for reviewing this policy as and when the need arises.