



Privacy and Confidentiality Policy

1. Purpose and Scope:

Taillem Bend Community Centre Incorporated (TBCC) is committed to protecting the privacy and confidentiality of personal information which it collects, holds and administers.

This policy provides guidelines to the Board of Management and staff (paid employees and volunteers) of TBCC for the collection, use of, access to, security, archiving and disposal of personal information held by the organisation.

This policy provides a framework to protect the right to privacy of those involved with TBCC in accordance with State and Commonwealth legislation.

It applies to all personal and sensitive information about all TBCC service or program users and all other community members and organisations engaged with TBCC.

Staff, contractors and other entities that are or have been engaged with TBCC currently or in the past are also protected and bound by this Policy.

2. Definitions:

- **Collection** - Gathering, acquiring or obtaining personal information from any source, including third parties
- **Consent** - Agreement given voluntarily by a person or their guardian to gather, use or disclose information that may be personal or sensitive
- **Disclosure** - Making personal information available to others
- **Personal Information** - Any information that can identify a person. Some obvious examples are name and address, but can also include health records, bank account details, photos, videos and work details.
- **Sensitive Information** - Information or opinion about a person's health, racial or ethnic origin, political opinion, professional or trade association, religious beliefs or affiliations, philosophical beliefs, sexual preference or criminal record. Sensitive information collected must be relevant to the purpose for which it is collected. For staff, only criminal record and professional associations, next of kin as an emergency contact and any health conditions that may impact WHS are collected.

3. Background:


We have chosen to apply the principles of the Privacy Act 1998 (Commonwealth) and the South Australian Government Privacy Principles (reissued 1992), although we are not covered by either the Act (see S 6(1), S 6(C), S 6(D)) or the Principles.

We believe that it is important to provide a clear, mutual understanding of the rights and responsibilities concerning the quality, collection, use of, access to, security, archiving and disposal of personal information held by us.

4. Policy:

TBCC believes that it is important to provide a clear, mutual understanding of rights and responsibilities concerning the quality, collection, use of, access to, security, archiving and disposal of personal information held by the organisation.

- 4.1 TBCC will only use an individual's personal and/or health information gathered as part of Centre activities for the purpose for which it was collected and will ensure that procedures are in place to safeguard it from misuse
- 4.2 TBCC will only collect information that is required for an identified purpose, e.g. statistical reporting, meet funding body requirements, child care enrolment forms etc.
- 4.3 Individuals will be informed of the purpose for collecting personal information e.g. explanatory statement on enrolment forms
- 4.4 Written consent must be obtained for personal information (including photographs) to be used or disclosed for any other purpose. Unless there are compelling legal reasons for disclosing that information
- 4.5 TBCC will check information for accuracy before using it
- 4.6 TBCC will ensure that clear procedures for disposal of personal information will be in place.
- 4.7 TBCC will ensure that a person can exercise their right to have access to, and seek to correct, information held about them
- 4.8 TBCC has procedures for a person to find out more about how their information is handled and ways to make a complaint if they believe it has not been handled in accordance with the relevant privacy principles
- 4.9 All Board Members and staff of TBCC have an obligation to abide by this policy and sign a Code of Conduct agreement prior to commencing duties. Individuals found breaching privacy or confidentiality may face disciplinary action and/or possible termination

Date first formulated	November 2015 (<i>Previously called Privacy Policy V1 approved by Board 24/8/07</i>)	
Dates approved by Board	V1 V2	June 2016 May 2019
Next Review Date	June 2021	
Related Documents	Privacy and Confidentiality Procedures Human Resources Management Policy Document Control Register Code of Conduct Form Feedback and Complaints Policy Feedback and Complaints Procedure Information Technology and Social Media Policy ISG Appendix Definition of privacy: ehrweb.aaas.org/ehr/books/glossary.html	
Legislation	Commonwealth Privacy Act 1988 State Records Act 1997 Child Protection Act 1993 Guardianship Act 1993 SA Government Information Sharing Guidelines Privacy Act 1988 Australian Privacy Principles (2014) SA Privacy Principles reissued 1992 Privacy Amendment (Enhancing Privacy Protection Act 2012 (amends the Privacy Act 1988)	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		
Position held: Chairperson		
		Signature:  10 May 2019