

1.4 Privacy Policy

1. Purpose

The purpose of this policy is to provide a framework for the Aldinga Community Centre to manage personal information.

2. Responsibilities

It is the responsibility of the Centre’s Board to ensure that this policy is implemented. It is the responsibility of the Centre’s Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Principles

The Centre is committed to protecting the privacy of personal information which the Centre collects, holds and administers, in line with the Australian Privacy Principles and the Information Privacy Principles.

4. Definitions

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

5. Policy

The Centre is committed to maintaining the privacy of personal information about Board members, staff members, volunteers, contractors, hirers and Centre users and will:

- only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose - for other uses the Centre will obtain consent from the person
- take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions it or contractors perform
- safeguard the information it collects and store against misuse, loss, unauthorised access and modification
- destroy records responsibly
- ensure Board members, staff members, volunteers, contractors, hirers and Centre users have a right to seek access to information held about them and to make corrections if information is inaccurate, incomplete, misleading or not up-to-date.

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018