

PRIVACY POLICY

Introduction

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

Purpose

The purpose of this policy is to provide a framework for the Foundation in dealing with privacy considerations.

Policy

1. The Foundation collects and administers a range of personal information for the purposes of providing services under its Objects. The Foundation is committed to protecting the privacy of personal information it collects, holds and administers.
2. The Foundation 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.
3. The Foundation is bound by the Tasmanian *Personal Information Protection Act 2004*, as well as other laws, which impose specific obligations when it comes to handling information. The Foundation has adopted the respective Privacy Principles contained in the Tasmanian *Personal Information Protection Act 2004* as minimum standards in relation to handling personal information.
4. In broad terms this means that the Foundation:
 - a. Collects only information which the Foundation requires for its primary function;
 - b. Ensures that stakeholders are informed as to why we collect the information and how the Foundation administers the information gathered;
 - c. Uses and discloses personal information only for the Foundation's primary functions or a directly related purpose, or for another purpose with the person's consent;
 - d. Stores personal information securely, protecting it from unauthorised access; and
 - e. Provides stakeholders with access to their own information, and the right to seek its correction.
5. The Foundation will adhere to the Procedures outlined below.

Procedures

Collection

6. The Foundation will:
 - a. Only collect information that is necessary for the performance and primary function of the Foundation.
 - b. Notify stakeholders about why the Foundation collects the information and how it is administered.
 - c. Notify stakeholders that this information is accessible to them.

Use and Disclosure

7. The Foundation will:
 - a. Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
 - b. For other uses the Foundation will obtain consent from the affected person.

Data Quality

8. The Foundation will take reasonable steps to ensure the information it collects is accurate, complete, up-to-date, and relevant to the functions the Foundation performs.

Data Security and Retention

9. The Foundation will safeguard the information it collects and stores against misuse, loss, unauthorised access and modification.

Openness

10. The Foundation will:
 - a. Ensure stakeholders are aware of the Foundation's Privacy Policy and its purposes.
 - b. Make this information freely available in relevant publications and on the Foundation's website.

Access and Correction

11. The Foundation 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

12. The Foundation will give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.
13. The Foundation will ensure that all members of staff are entitled confidentially to bring to the attention of the Board evidence of misconduct on the part of anyone associated with the Foundation. All reports must be channelled through the Chair (unless it is an issue concerning the Chair, which should be taken directly to another member of the Board).

Making information available to other service providers

14. The Foundation:
 - a. 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.
 - b. Can release information to third parties where it is requested by the person concerned.

Confidentiality in Reporting Misconduct

15. The Foundation enables staff confidentially to bring to the attention of the governing body evidence of misconduct on the part of anyone associated with the Foundation.
16. All reports must be channelled through the Chair unless it is an issue concerning the Chair which should be taken directly to another member of the Board.

Responsibility

17. The Foundation's Board is responsible for monitoring this policy.
18. The Foundation's Board and all staff members, contractors and volunteers are responsible for the implementation of this policy.
19. The Foundation's Public Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.