



## 1. Policy

### Introduction

Narre Community Learning Centre Inc (*NCLC*) is committed to ensuring the privacy of members and must comply with the:

- \* the Privacy Act 1988 (Privacy Act) including all amendments as well as the Australian Privacy Principles (APPs) operational from 12 March 2014
- \* Information Privacy Act 2000 (Vic) (IPA)
- \* Health Records Act 2001(Vic) (HR Act)
- \* any additional laws in relation to the appropriate funding bodies.

### Purpose of Policy

To establish and maintain a common understanding of privacy to protect personal, health or sensitive information collected and used by *NCLC*

### Definitions

**Personal Information** means information that is recorded in any medium about an individual whose identity is apparent, or can reasonably be determined from the information provided.

**Health Information** is defined as including information about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

**Sensitive Information** is defined as information relating to a persons racial or ethnic origin, political opinions, religion, trade union or other professional or trade association memberships, sexual preferences, or criminal record, which is also classified as personal information.

### Data Collection and Use

*NCLC* will only collect information required for a specific purpose and ensure that the informant knows why the information is being collected and how the information will be utilised.

*NCLC* will only use and disclose information for the specified purpose, and for other purposes with consent, unless authorised by law.

### Data Storage & Access

Information will be stored securely and retained for the designated period, with protection from unauthorised access. All reasonable steps will be taken to permanently de-identify personal, health or sensitive information when no longer required. Provide authorised persons access to their personal, health or sensitive information, provided by them, that is held at *NCLC* and to make amendments when necessary as authorised by the designated Acts. No charges will be levied for access to a person's own information.

### Further Information

For more detailed information about The Acts, contact the Privacy Commissioner's Office or visit the Privacy Website at

<http://www.privacy.vic.gov.au>



## 2. Document History

Title:	Privacy Policy	Policy No: P01-09
Written/Amended By:		Version: 1.0
Authorised By:	Board Of Management	Date:
Changes to previous issue	Original	

Title:	Privacy Policy	Policy No: P01-09
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Changes to previous issue	▪ Rewritten and reformatted	

Title:	Privacy Policy	Policy No: P01-09
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Changes to previous issue	▪ Minor changes in introduction ▪ Addition of no charge for access	

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