**Privacy Policy**

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| **Document Number** | ACC07 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | Staff and Volunteers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to outline how we protect the privacy of personal information which we collect, hold and administer.

**Policy**

We are committed to protecting the privacy of personal information we collect, hold and administer.

We recognise 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.

We:

* Collect and store online personal information using reputable service providers
* Collect only information that we need to be able to deliver services
* Use and disclose personal information only for our primary function or for compliance
* When additional information is collected, ensure that people are informed as to why the information is being collected and how it will be used
* Ensure personal information used for other reasons is only divulged with the person’s consent
* Store enrolment information securely in our locked office
* Limit online access to personnel records to delegated staff and keep hard copy versions in a locked filing cabinet in the locked office
* Shred hard copy identifying information once it is no longer needed
* Provide people with access to their own information, and the right to seek its correction
* Ask permission before taking photographs or video.