28 Privacy PolicyShape

Purpose

Vermont South Community House Inc. Trading as Vermont South Neighbourhood House (VSNH) collects and administers a range of personal information for the purposes of providing services to our community.

VSNH is committed to protecting the privacy of personal information it collects, holds and administers.

The purpose of this document is to provide a framework for dealing with privacy considerations.

Who does this policy apply to:

* Staff
* Board Members
* Volunteers
* Participants

Policy

Vermont South Neighbourhood House complies with the guidelines of the Privacy Act 1988 (Cth), Information Privacy Act 2000 (VIC), Privacy and Data Protection Act 2014 (VIC) and the Health Record Act (2001).

VSNH 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 our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

VSNH is bound by laws which impose specific obligations when it comes to handling personal information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

VSNH will

* Collect only information which the organisation requires for its primary function
* Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
* Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent
* Store personal information securely, both hard copy and electronic copy, protecting it from unauthorised access; and
* Provide stakeholders with access to their own information, and the right to seek its correction.

Responsibilities

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| **Board of Governance** | Periodically review this policy  Approve any changes to this policy  Comply with this policy |
| **Manager** | Propose changes to this policy when legislation or other relevant conditions arise  Comply with this policy |
| **Staff** | Comply with this policy |
| **Volunteers** | Comply with this policy |

References

* Privacy Act 1988 (Cth)
* Information Privacy Act 2000 (VIC)
* Privacy and Data Protection Act 2014 (VIC)
* Health Record Act (2001)
* VSNH Rules of Association
* Privacy Procedures

## Document Control

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| **Policy Title:** | 28 Privacy Policy | | |
| **Version Number:** | V1.0 | **Date Ratified:** | 28/10/2021 |
| **Changes made:** |  | | |
| **Next review date:** | October 2023 | | |