



Privacy Policy

Purpose

Vermont South Community House Inc. (trading as Vermont South Neighbourhood House (VSNH)) is committed to protecting the privacy of personal information it collects, holds and administers. Personal information is information which directly or indirectly identifies a person. The purpose of this policy is to provide a framework for dealing with privacy considerations.

Scope

This policy applies to VSNH staff, Board members, volunteers and program participants.

Policy

Vermont South Neighbourhood House collects and administers a range of personal information for the purposes of providing services to our community.

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.

Policy Accepted (v1): 28 October 2021

Policy Renewed (v2):

Next Review Due: