

## **APPENDIX 2.9      SAMPLE PRIVACY POLICY**

### **PURPOSE**

To ensure that X Heritage Organisation protects the privacy of all personal information collected and recognises the importance of treating personal information confidentially.

The X Heritage Organisation is committed to adhering to all legal obligations regarding the protection of private information

### **GUIDELINES**

1. The X Heritage Organisation collects and administers a range of personal information for the purposes of collecting, preserving and making accessible the collection of the X Heritage Organisation and sustaining its membership. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.
2. The X Heritage Organisation recognises the right of individuals to have their information administered in ways in which they would reasonably expect – protected on one hand, and made accessible to them on the other.
3. The X Heritage Organisation is bound by Victorian privacy laws as well as other laws that impose specific obligations when it comes to handling information, and has adopted the following principles contained in the Victorian privacy laws for handling personal information:

#### **Collection:**

The X Heritage Organisation will:

1. Only collect information that is necessary for the performance and primary function of the X Heritage Organisation.

Tell those from whom we are collecting information why and how it will be administered.

#### **Use and disclosure:**

1. The X Heritage Organisation will only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
2. For other uses the X Heritage Organisation will obtain consent from the interested person.

#### **Security of information**

The X Heritage Organisation will safeguard the information collected and store against misuse, loss, unauthorised access and modification.

#### **Openness**

The X Heritage Organisation will:

Take all reasonable steps to ensure people are aware we have a privacy policy and that a copy is available on request.

#### **Access to personal information**

The X Heritage Organisation 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.

#### **Making information available**

The X Heritage Organisation will only release personal information about a person with that person's express permission.

#### **Responsibility**

The Committee of Management is responsible for adopting this policy, for overseeing its implementation and for keeping up to date with changes in privacy legislation.

*(Adapted from Sample Privacy Policy Policies and procedures – VCOSS Resource Kits for Community Groups, Victoria Law Foundation 2007, p. 26-27.)*