



# Privacy

---

Policy number	038	Version	2
Drafted by	Manager	Approved on	31/8/2022
Responsible person	Secretary	Scheduled review date	30/08/2025
Category	Operations		
Overview (policy description)	The purpose of this policy is to ensure that Yarrunga Community Centre Inc. complies with legislative requirements relating to Privacy.		
Scope (who/what is covered by this policy)	All staff, volunteers, members, Centre users, visitors, committee and contractors.		
Areas of responsibility (Responsibility control and coordination of the policy)	Manager and Executive Committee		
Authority to approve exceptions to the policy	Executive Committee		
References (e.g. other applicable policies/procedure)	030 Legislative requirements & compliance policy  Yarrunga Community Centre Inc.'s Association Rules <a href="https://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988">https://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988</a>  <a href="https://www.legislation.gov.au/Series/C2004A03712">https://www.legislation.gov.au/Series/C2004A03712</a>  <a href="https://www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme">https://www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme</a>		

## Introduction

Yarrunga Community Centre Inc. is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

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

## Policy Detail

Yarrunga Community Centre Inc. collects and administers a range of personal information for the purposes of providing services and administering memberships. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.



## Privacy

---

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

Yarrunga Community Centre Inc. 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. Further clarification will be given on request;
- 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, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to seek its correction.

All personal information collected by Yarrunga Community Centre Inc. is confidential and is not for sale or to be given away or disclosed in accordance with the Fair Work Act (Commonwealth), privacy law obligations and Yarrunga Community Centre Inc.'s Association Rules.

### Storage and data security


Yarrunga holds personal information in a range of paper-based and electronic records, including cloud computing.

The storage of personal information and the disposal of information when no longer required is managed in accordance with the Australian Governments Privacy Principles under the Privacy Act 1988 and the organisations archiving procedure.

### Data Breach

In the event of a data breach, the organisation will comply with the guidelines outlined under the Notifiable Data Breaches Scheme as provided by the Australian Government – Office of the Australian Information Commissioner.

## Authorisation

Signature of Approved Authority 	31/08/2022
--	------------

**DOCUMENT CONTROL: Policies to be reviewed every 3 years (unless subject to relevant legislative change)**

Date	Person	Position