

PRIVACY POLICY

Statement of Commitment:

RFSCCH respects the privacy of all persons that participate in the operation and use of RFSCCH provided services. RFSCCH is bound by the Privacy Act 1998 and Australian Privacy Principles (APP) and is committed to ensuring that the Management Committee, Staff and others comply with these laws and principles to ensure that all private and sensitive information is collected lawfully and with the full knowledge of the individual.

Duties of Disclosure to Individuals:

From 12 March 2014, private organisations and agencies are required by the APP to provide information to individuals on the collection, storage and use of any personal or sensitive information collected from those individuals.

It is also incumbent on the agency to be open, transparent and to clearly express the policy and procedures for the management of personal and sensitive information.

1. Personal Information Required and/or Held by RFSCCH: RFSCCH currently requires and holds information in relation to Staff, volunteers, students, childcare participants and associated Next of Kin and/or responsible carers. This information includes, but not limited to:

- Tax File Numbers
- Personal information (address, DOB, gender, nationality, social background, education, medical history, NOK)
- Employment information (letter of appointment, banking details, salary, conduct)
- Information required by Law (Police Checks, Working with Children)

2. Reasons for the Collection and Holding of Personal Information: RFSCCH is required to collect and hold this information for the purposes of, but not limited to:

- For the purposes of employment
- For the purposes of enrolment and delivery of RFSCCH services
- For the purposes of health and safety
- For the purposes of personnel insurance
- As required by applicable Laws

3. Collection of Personal Information from an Individual: The collection of personal information from an individual is:

- To be with the consent of the individual (unless an express and authorised exemption applies)
- To be for the express purpose of the continuing operation and/or provision of services of the RFSCCH

4. Anonymity and Related Information: An individual may request to provide information anonymously or the identity of an individual may not be required due to the intended use of the information. Personal information is not to include personal identity or any other identifier if:

- The individual has requested anonymity. (Note: The individual is to be advised if this will limit the ability of RFSCCH to provide services)
- The use of the information is for statistical, survey or planning purposes

5. Collection of Personal Information from another Entity: The collection of personal information from a third party is:

- To be with the consent of the individual (unless an express and authorised exemption applies) or advised to the individual as soon as reasonable possible.
- To be for the express purpose of the continuing operation and/or provision of services of the RSFCH

6. The Use and Disclosure of Private Information: RFSCCH shall only use the personal information held and collected for the purposes for which it was collected. This may include, but not limited to:

- RFSCCH Staff for management of services
- Government Agencies ie ATO, CentreLink as required by legislation
- Superannuation agencies
- Funding organisations
- Tutors
- Emergency Services

RFSCCH shall not:

- Use or disclose personal information for any other purpose without the consent of the individual
- Provide the information to a third party without the individuals consent (unless an express and authorised exemption applies)

7. Direct Marketing: The use of private information obtained by RFSCCH for the purposes of Direct Marketing must be with the consent of the individual.

8. Data Quality and Correction of Personal Information: RFSCCH shall ensure that, to the extent possible, the information collected is accurate, complete and extent at the time of collection.

RFSCCH shall make amendment to the information:

- To ensure it remains correct, relevant and extant
- At the request of the individual so as to correct an entry that has been made in error

9. Security of Personal Information: RSFCH will take all reasonable steps to:

- Protect personal information from loss, misuse, unauthorised access or theft
- Develop security practices to protect the integrity and confidentiality of the information
- Provide adequate physical security to prevent unauthorised access to the information

10. Access to Personal Information: RSFCH shall provide reasonable access to the personal information of an individual:

- At the request of the individual
- To the authorised representative of the individual.

11. Complaints and Agency Contact Details: Individuals that believe that there has been a breach of privacy or have a complaint in relation to RFSCCH and the management of there personal information should contact the RFSCCH Coordinator or the President of the Management Committee. Further information can also be found from the Office of the Australian Privacy Commissioner at www.privacy.gov.au