

Policy No.: G6

Policy Name: Privacy

Section: Governance & Management

1.0 INTRODUCTION

The Board of Anchor 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.

2.0 PURPOSE

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

3.0 DEFINITIONS

Privacy is the interest that individuals have in sustaining a 'personal space', free from interference by other people and organisations.

Privacy Protection is a process of finding appropriate balances between privacy and multiple competing interests.

Information Privacy is the interest an individual has in controlling, or at least significantly influencing, the handling of data about themselves.

Confidentiality is the legal duty of individuals who come into the possession of information about others, especially in the course of particular kinds of relationships with them.

4.0 PRINCIPLES

In broad terms this policy means that we:

- 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, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

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5.0 SCOPE

- all sites
- all programs
- all staff, volunteers and members of the organisation

6.0 POLICY

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

Anchor 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 and supported by our core values and philosophies.

Anchor is bound by Victorian privacy laws, the Privacy and Data Protection Act 2014, the Health Records Act 2001 (Vic) as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Information Privacy Principles contained in the Privacy and Data Protection Act 2014 as minimum standards in relation to handling personal information.

7.0 RELATED DOCUMENTS

- H3.1E Code of Conduct agreement
- G6.1.1 Information Privacy Principles
- G6.1 Client Access to files procedure
- Privacy and Data Protection Act 2014 (Vic) which repealed the *Information Privacy Act 2000 (Vic)* and the *Commissioner for Law Enforcement Data Security Act 2005 (Vic)*
- Health Records Act 2001 (Vic)
- Charter of Human Rights & Responsibilities Act 2006
- Commonwealth Privacy Act 1988 (re tax file no. use)
- Australian Common Law (re breach of confidence and copyright laws)
- Anchor staff *Confidentiality Statement* and agreement