

## PRIVACY POLICY

Policy number	P008	Version	V1
Drafted by	K & L Noble	Committee approved	24/03/2021
Responsible person	Chairperson	Scheduled review date	2022 AGM

### INTRODUCTION

The Committee of the Clarence Native Bees 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.

### PURPOSE

The purpose of this document is to provide a framework for Clarence Native Bees Inc in dealing with privacy considerations.

### POLICY

Clarence Native Bees Inc collects and administers some personal information for the purposes of membership and participant lists. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Clarence Native Bees Inc 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 and reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Clarence Native Bees Inc 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.

Clarence Native Bees 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.
- 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.
- Provide stakeholders with access to their own information and the right to seek its correction.

### AUTHORISATION

[Signature of Board Secretary]

date

Clarence Native Bees Inc

## PRIVACY PROCEDURES

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### RESPONSIBILITIES

Clarence Native Bees Inc's Committee is responsible for developing, adopting and reviewing this policy.

Clarence Native Bees Inc's Chairperson is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

### PROCESSES

#### Collection

Clarence Native Bees Inc will:

- Only collect information that is necessary for the performance and primary function of Clarence Native Bees Inc.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

#### Use and Disclosure.

Clarence Native Bees Inc will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, Clarence Native Bees Inc will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:

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**Procedures** may be altered by the Chairperson.

- a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes;
  - the person has consented; or
  - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and [organisation] has provided an opt out and the opt out has not been taken up.
  - In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
  - State in Clarence Native Bees Inc's privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as [organisation] is required to be.
  - Provide all individuals access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then [organisation] must take steps to correct it. Clarence Native Bees Inc may allow a person to attach a statement to their information if [organisation] disagrees it is inaccurate.
  - Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
  - Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

#### **Storage** Clarence Native Bees Inc

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Before Clarence Native Bees Inc discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. [organisation] will have systems which provide sufficient security.
- Ensure that Clarence Native Bees Inc data is up to date, accurate and complete.

#### **Destruction and de-identification** Clarence Native Bees Inc

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information [organisation] holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

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### **Data Quality**

Clarence Native Bees Inc will:

- Take reasonable steps to ensure the information Clarence Native Bees Inc collects is accurate, complete, up to date, and relevant to the functions we perform.

### **Data Security and Retention**

Clarence Native Bees Inc will:

- Only destroy records in accordance with the organisation's Records Management Policy.

### **Openness**

Clarence Native Bees Inc will:

- Ensure stakeholders are aware of [Name of Organisation]'s Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

Clarence Native Bees Inc 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.

### **Anonymity**

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

### **Making information available to other organisations**

Clarence Native Bees Inc can:

- Release information to third parties where it is requested by the person concerned.

## **RELATED DOCUMENTS**

- Records Management Policy (see below)
- P010 - Confidentiality Policy

## **AUTHORISATION**

[Signature of CEO]

Chairperson

date

Clarence Native Bees Inc

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## RECORDS MANAGEMENT Policy

### **Your privacy is important**

This statement outlines the Clarence Native Bees Inc 's policy on how the Clarence Native Bees Inc uses and manages personal information provided to or collected by it.

The Clarence Native Bees Inc is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. [OPTION: In relation to health records, the Clarence Native Bees Inc is also bound by the Victorian Health Privacy Principles which are contained in the Health Records Act 2001].

The Clarence Native Bees Inc may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Clarence Native Bees Inc's operations and practices and to make sure it remains appropriate to the changing legal environment.

### **What kind of personal information does the Clarence Native Bees Inc collect and how does the Clarence Native Bees Inc collect it?**

The type of information the Clarence Native Bees Inc collects and holds includes (but is not limited to) personal information of members and volunteers includes: Names, addresses, email addresses and phone numbers.

### **Personal Information you provide:**

The Clarence Native Bees Inc will generally collect personal information held about an individual by way of Clarence Native Bees Inc: *phone calls, forms, meetings etc*]. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

### **Personal Information provided by other people:**

In some circumstances the Clarence Native Bees Inc may be provided with personal information about an individual from a third party.

### **In relation to employee records:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the Clarence Native Bees Inc treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Clarence Native Bees Inc and employee. However, the Clarence Native Bees Inc must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

### **How will the Clarence Native Bees Inc use the personal information you provide?**

The Clarence Native Bees Inc will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

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The Clarence Native Bees Inc will use your personal information to advise you of Clarence Native Bees Inc activities or Clarence Landcare Inc activities.

We may use video surveillance for security purposes and the footage will be used only by the Clarence Native Bees Inc and by the providers of our security services for security purposes. Surveillance videos are not used by the Clarence Native Bees Inc for other purposes and the footage is not publicly available. Surveillance cameras are not located in any bathrooms or change room facilities.

**Job applicants, staff, members, volunteers and contractors:**

In relation to personal information of job applicants, staff, members, volunteers and contractors, the Clarence Native Bees Inc's primary purpose of collection is to assess and (if successful) to engage the applicant, staff, members, volunteers or contractor, as the case may be.

The purposes for which the Clarence Native Bees Inc uses personal information of job applicants staff, members, volunteers and contractors include:

- for insurance purposes.
- to satisfy the Clarence Native Bees Inc's legal obligations,

Where the Clarence Native Bees Inc receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

**Volunteers:**

The Clarence Native Bees Inc also obtains personal information about volunteers who assist the Clarence Native Bees Inc in its functions or conduct associated activities, such as to enable the Clarence Native Bees Inc and the volunteers to work together.

**Who might the Clarence Native Bees Inc disclose personal information to?**

The Clarence Native Bees Inc may disclose personal information held about an individual to:

- government departments.
- people providing services to the Clarence Native Bees Inc
- anyone you authorise the Clarence Native Bees Inc to disclose information to.

**Sending information overseas:**

The Clarence Native Bees Inc will not send personal information about an individual outside Australia without:

**How does the Clarence Native Bees Inc treat sensitive information?**

In referring to 'sensitive information', the Clarence Native Bees Inc means:

“information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual

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preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

The Clarence Native Bees Inc’s staff, members and volunteers are required to respect the confidentiality of personal information and the privacy of individuals.

The Clarence Native Bees Inc has in place steps to protect the personal information the Clarence Native Bees Inc holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

### **Updating personal information**

The Clarence Native Bees Inc endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the Clarence Native Bees Inc by contacting the Membership Officer at any time.

The Australian Privacy Principles and the Health Privacy Principles require the Clarence Native Bees Inc not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information the Clarence Native Bees Inc holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which the Clarence Native Bees Inc holds about them and to advise the Clarence Native Bees Inc of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information the Clarence Native Bees Inc holds about you, please contact the Privacy Officer in writing.

The Clarence Native Bees Inc may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, the Clarence Native Bees Inc may charge a fee to retrieve and copy any material Clarence Native Bees Inc If the information sought is extensive, the Clarence Native Bees Inc will advise the likely cost in advance.

### **How long will the Clarence Native Bees Inc keep my information?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

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## **Enquiries and privacy complaints**

If you would like further information about the way the Clarence Native Bees Inc manages the personal information it holds, please contact the Privacy Officer. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns, we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting, then you can refer your complaint to the Office of the Australian Information Commissioner via:

- **email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)**
- **tel: 1300 363 992**
- **fax: +61 2 9284 9666**