

PRIVACY POLICY

Policy number	77	Version	2
Approved by Board on	16 November 2017	Scheduled review date	November 2019

1. Purpose

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

2. Scope

The policy is relevant to the whole of the NIODA organisation

3. Policy Statement

NIODA collects and administers a range of personal information to enable the efficient and effective operations of the organisation. In accordance with the Privacy and Data Protection Act 2014 (Vic), the organisation is committed to protecting the privacy of personal information it collects, holds and administers.

NIODA 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.

NIODA 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.

NIODA 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; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

4. Responsibilities

NIODA's Board is responsible for developing, adopting and reviewing this policy.

NIODA's CEO 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.

PRIVACY POLICY

5. Processes

Collection

NIODA will:

- Only collect information that is necessary for the performance and primary function of NIODA.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

NIODA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, NIODA will obtain consent from the affected person.

Data Quality

NIODA will:

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

5.1. Data Security and Retention

NIODA will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the organisation's Records Management and Security Policy.

Openness

NIODA will:

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

Access and Correction

NIODA 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

NIODA will:

PRIVACY POLICY

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

NIODA can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

6. Related Documents

Records Management & Security Policy

Privacy and Data Protection Act 2014 (Vic)

Fair Work Act 2009 (Cth)