

Section	Governance
Sub Section	
Policy Name	Privacy
Version	V1
Date of Effect	July 2020
Review Date	July 2022
Board Approval	Frank Quinlan

Context

Directions collects and administers a range of private information for the purposes of board appointment, staff employment and client service delivery.

For the purpose of this policy, private information includes:

- Personal information – demographic information or opinion which may directly or indirectly identify a person, regardless of whether the information is true.
- Sensitive information - particulars such as health and genetic information; race or ethnicity; religious or philosophical beliefs; gender or sexual orientation; criminal record; political opinions or associations; and membership of trade unions or professional associations.

Sensitive information may only be collected with the person’s consent, or if required or authorised by law, and requires a higher standard of privacy protection.

The organisation is committed to protecting the privacy of private information it collects, holds and administers.

Purpose

The purpose of this policy is to provide a framework for Directions that supports appropriate collection and safeguarding of private information, and outlines the action required if a privacy breach occurs.

Policy

Directions recognises the essential right of individuals to have their private information administered in ways in which they could reasonably expect, protects their privacy and ensures their information is accessible to themselves.

Directions is bound by laws that impose specific obligations when it comes to handling information, including the Australian Privacy Act 1988. Amendments to the Act with regard to reporting of privacy breaches came into effect 22 Feb 2018. A data breach, according to the Act, is *an unauthorised access or disclosure of personal information, or loss of information*. A data breach may be caused by malicious action (by an external or insider party), human error, or a failure in information handling or security systems. Directions’ response to data breaches is outlined in the Privacy Procedure.

In compliance with the Australian Privacy Principles (APPs), and in order to minimise the risk of privacy breaches occurring, Directions has adopted a set of minimum standards in relation to handling personal information.

Directions will:

- ♦ Collect only information which the organisation requires for its primary functions
- ♦ Ensure that stakeholders are informed as to why the information is collected and how information is administered
- ♦ Use and disclose personal information only for Directions' primary functions or a directly related secondary 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
- ♦ Obtain consent from the individual before disclosing their personal information, except where that disclosure is required by law
- ♦ Not keep information that is no longer required unless required to by law
- ♦ Keep personal information accurate and up to date

Directions response to potential privacy breaches is outlined in the Privacy Procedure

Policy/Procedure Documentation and Maintenance Information			
Policy/Procedure Name	Privacy Policy		
Related Policies/Procedures	<ul style="list-style-type: none"> • Privacy Procedure • Access to Confidential Information Policy • Access to Confidential Information Procedure 		
Related Documents (e.g. Forms/Checklists)	<ul style="list-style-type: none"> • Employee Details Form • Board Nomination & Information form • Community Advisory Group EOI form • Consent to Share and Obtain Information Form (clients) • Interview and Photography Consent Form (current or past clients) 		
Related or Relevant Legislation	<ul style="list-style-type: none"> • Privacy Act 1988 (Amended 2017) • Australian Privacy Principles (APP) • ACT Human Rights Act 2004 • ACT Health Records (Privacy and Access) Act 1997 (amended 2016) • My Health Records Act 2012 • Freedom of Information Act 1989 • A guide to managing data breaches in accordance with the Privacy Act 1988 (Cth) 2018 - Office of the Australian Information Commissioner (OAIC) 		
Review and Version Tracking			
Review Frequency	Who is Responsible		Who Approves
Bi-Annually	CEO		Board
Version	Date Approved	Approved By	Next Review Due
V1	January 2015	Fiona Trevelyan	January 2016
V2	March 2018	Frank Quinlan	March 2020
V.2.1	July 2020	Frank Quinlan	July 2022