

FLEURIEU COMMUNITY FOUNDATION LTD.

Guidelines & Procedures Title: Privacy

Date of Adoption	28 September 2012
Dates Reviewed:	30 June 2017
Date of Next Review:	30 June 2019

1. INTRODUCTION:

The Board of FCF 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. PURPOSE:

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

3. BACKGROUND:

South Australia does not have a privacy act. However, organisations in South Australia are subject to the provisions of the Commonwealth *Privacy Act, 1988*. The Act contains National Privacy Principles concerning the collection, use, disclosure, access to and protection of private information including 10 principles that specifically apply to private sector organisations.

The private sector provisions apply to organisations (including not-for-profit organisations) with an annual turnover of more than \$3 million but many of the provisions also apply to business organisations with a smaller annual turnover (and to all health service providers regardless of their turnover).

4. PRINCIPLES:

The FCF recognises the essential right of individuals to have their personal information administered in ways they would reasonably expect – i.e. protected from disclosure to others, as well as being readily accessible to themselves. These privacy values are reflected in and supported by our core values and philosophies, and the policies and operations of the FCF.

The FCF has consequently adopted the National Privacy Principles contained in the Commonwealth *Privacy Act 1988* as the minimum standard for handling personal information.

5. DEFINITIONS:

- *The Act* - means the Commonwealth *Privacy Act, 1988* inclusive of the *National Privacy Principles* adopted September 2006.
- *Personal information* – means information, which can identify an individual or information from which the identity of an individual can be reasonably ascertained.

6. GUIDELINE DETAILS:

The FCF collects and administers a range of personal information for the purpose of conducting philanthropic activities in the Fleurieu Peninsula. The FCF is committed to protecting the privacy of the personal information it collects, holds and administers.

The FCF will therefore comply with the National Privacy Principles outlined in the Commonwealth *Privacy Act, 1988*. In broad terms this means that the FCF will:

- Only collect the information that is necessary for FCF's primary function – philanthropy. For instance to assess the merit of submissions for philanthropic assistance & for the purposes of recording philanthropic activities such as donations.

- 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.

7. RESPONSIBILITY:

- The Board of Directors, the Executive Officer, and all staff members, contractors and volunteers are responsible for the implementation of this policy.
- The Finance and Legal Subcommittee is responsible for monitoring changes in privacy legislation and for ensuring that the Board reviews and amends this policy in accordance with legislative requirements as and when the need arises.

8. PROCEDURES

Collection

FCF will:

- Only collect information that is necessary for the performance and primary function of the FCF
- 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

FCF will:

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

Data Quality

FCF will:

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

Data Security and Retention

FCF will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with *Administration & Records Management Policy*.

Openness

FCF will:

- Ensure stakeholders are aware of FCF's Privacy Policy and its purposes.
- Make this information freely available in relevant publications.

Access and Correction

FCF 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

FCF will:

- Give stakeholders the option of not identifying themselves, for example when completing evaluation forms or opinion surveys or when donating to the Foundation.

Making information available to other service providers

FCF:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.

9. RESPONSIBILITY:

- The Board of Directors is responsible for adopting these guidelines and procedures
- The Board of Directors, the Executive Officer, and all staff members, contractors and volunteers are responsible for the implementation of these guidelines and procedures.
- The Finance and Legal Subcommittee is responsible for monitoring changes in privacy legislation and for ensuring that the Board reviews and amends these guidelines and procedures in accordance with legislative requirements as and when the need arises.