

POLICY

PRIVACY POLICY

Contents

1. Purpose	1
2. Scope	1
3. Commitment	1
4. Policy statement	1
5. Related policies/ Government legislation	2

1. Purpose

This policy sets out the way the Trentham Neighbourhood Centre (TNC) handles personal information. This includes the use and disclosure of such information, as well as the individual's right to access their own personal information.

2. Scope

This policy only applies to TNC databases and files and does not cover any State or Commonwealth database or file. Individuals should contact the relevant government agency for a copy of their privacy policy.

3. Commitment

Staff, committee, tutors and volunteers at the Centre will not reveal, disclose, sell, distribute, rent, licence, share or pass personal information on to a third party (except in the circumstances described in 4. below).

Every effort will be made by TNC staff and committee to ensure that the information provided to TNC remains private and is used only for the purposes acknowledged at the time the information is gathered. TNC will always respect an individuals' privacy, including their physical, mental or economic circumstances. TNC requires non-disclosure of confidential information among staff, except when necessary to ensure an individual's fair and equitable participation in TNC activities.

4. Policy Statement

TNC is committed to protecting the privacy of any personal information it holds on committee members, staff, volunteers, participants and users. Every individual will have right of access to their own personal information, on application to the Manager.

In accordance with our Enrolment Procedure, TNC will collect basic personal information, such as name, address, contact telephone numbers, email addresses. From time to time, the Centre may also provide accredited training courses, or have partnership programs with other Neighbourhood Centres or other agencies. Information may also be required by the government agencies that provide funding to the Centre. In such cases, TNC may need to collect additional information such as educational qualifications, country of origin, employment status and disability status. In all cases where information needs to be shared, this will be made clear to TNC participants on the enrolment forms.

TNC will collect personal information directly from the person concerned, or from partnership agencies.

5. Related Policies

TNC:

Employment Policy

Code of Conduct

Govt. Legislation / Agreements

Privacy and Data Protection Act 2014 (Vic)