

<b>POLICY</b>	<b>PRIVACY POLICY</b>
Related Section	Governance
<b>PURPOSE</b>	
<p>This policy is to safeguard and protect the right to privacy, responsible collection, maintenance and disposal of personal and health information relevant to participants, employees, volunteers and the organisation.</p>	
<b>GUIDING PRINCIPLES</b>	
<ol style="list-style-type: none"> <li>1. In brief, Alkira only collects personal information:             <ol style="list-style-type: none"> <li>a) Which is necessary for the lawful provision of services to participants in accordance with Alkira's policies and procedures;</li> <li>b) Which is necessary for the lawful conduct of employment activities with staff in accordance with Alkira's policies and procedures;</li> <li>c) Which is given voluntarily; and</li> <li>d) Which will be stored securely.</li> </ol> </li> <li>2. When in possession or control of a record containing personal information, Alkira will ensure that:             <ol style="list-style-type: none"> <li>a) The record is protected against loss, unauthorised access, modification or disclosure, by such steps as it is reasonable in the circumstances to take;</li> <li>b) If it is necessary for that record to be given to a person in connection with the provision of a service to Alkira, everything reasonable will be done to prevent unauthorised use or disclosure of that record.</li> </ol> </li> <li>3. Alkira will not disclose such personal information to a third party:             <ol style="list-style-type: none"> <li>a) Without the individual's consent; or</li> <li>b) Unless that disclosure is required or authorised by or under law.</li> </ol> </li> </ol>	
<b>REFERENCES - INTERNAL</b>	
<ul style="list-style-type: none"> <li>• Data Breach Management and Response Plan Procedure</li> <li>• Privacy Procedure</li> <li>• Records Management Procedure</li> </ul>	
<b>REFERENCES - EXTERNAL</b>	
<ul style="list-style-type: none"> <li>• Charter of Human Rights and Responsibilities Act 2006</li> <li>• Department of Human Services Privacy Policy</li> <li>• Disability Act 2006 (Vic)</li> <li>• Freedom of Information Act 1982</li> <li>• Health Records Act (2001) (Vic)</li> <li>• Information Privacy Act (2000) (Vic)</li> <li>• Privacy Act 1988 – version incorporating amendments (including the Australian Privacy Principles effective March 2014)</li> <li>• Public Records Act 1973(Vic) – version incorporating amendments May 2013</li> </ul>	

## REVIEW

Alkira at its own discretion reserves the right to change the policy and procedure in line with relevant legislation and organisational needs.

If this policy can be improved please submit a Continuous Improvement Form to the Quality & Systems Officer.

Policies will be reviewed every three years.

## VERSION CONTROL

Authorised By:	Board of Directors
Process Owner:	Chief Executive Officer
Issue Date:	11/05/2018
Next Review Date:	11/05/2021
Last Review Date:	29/08/2014
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