



PRIVACY POLICY

INTRODUCTION

The Executive Committee of the Kilcoy District Progress Alliance Inc (referred to hereafter as the Association/s and or KPDA) is committed to protecting the privacy of personal information which the association collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for the Kilcoy District Progress Alliance Inc in dealing with privacy considerations.

POLICY

Kilcoy District Progress Alliance Inc collects and administers a range of personal information for the purposes of communicating with volunteers and members in the course of the association activities. The association is committed to protecting privacy of personal information it collects, holds and administers.

Kilcoy District Progress Alliance Inc recognises the essential right of individuals to have their information administered in ways which they would expect. This privacy statement safeguards the privacy of all members, volunteers and stakeholders and complies with its obligations under the *Privacy Act 1998*.

Kilcoy District Progress Alliance Inc is bound by laws which impose specific obligations when it comes to handling information. The association has adopted the following principals contained as minimum standards in relation to handling personal information.

Kilcoy District Progress Alliance Inc will

- Collect only information which the association 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.

Authorisation

Secretary



Kilcoy District Progress Alliance Inc Responsibilities

Kilcoy District Progress Alliance Inc executive committee is responsible for developing, adopting and reviewing this policy.

Kilcoy District Progress Alliance Inc President 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.

PROCESSES

Data collection

Kilcoy District Progress Alliance Inc will

- Only collect personal information that is necessary for the performance and primary function of the Kilcoy District Progress Alliance Inc .
- Notify stakeholders about why we collect information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

Use and Disclosure

Kilcoy District Progress Alliance Inc will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose

Storage

Kilcoy District Progress Alliance Inc will:

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.



- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.

Openness

Kilcoy District Progress Alliance Inc will:

- Ensure stakeholders are aware of Kilcoy District Progress Alliance Inc Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the association's media platforms.
- Release information to third parties where it is requested by the person concerned

Related Documents

- Risk Management Policy
- Privacy Act 1988