



BARWON FREEDOM from FLUORIDATION Inc.

PRIVACY POLICY

Document Number: *Privacy Policy 2012*
Date of Issue: *16/03/2012*

Version: *1*
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Introduction

The Committee of BARWON FREEDOM from FLUORIDATION 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.

Purpose

The purpose of this document is to provide a framework for BARWON FREEDOM from FLUORIDATION in dealing with privacy considerations.

Authorisation

President
BARWON FREEDOM from FLUORIDATION

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Policy

BARWON FREEDOM from FLUORIDATION collects and administers a range of personal information for the purposes of removal of fluoride from the Geelong water supply. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

BARWON FREEDOM from FLUORIDATION recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

BARWON FREEDOM from FLUORIDATION is bound by Victorian Privacy Laws, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation 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.

BARWON FREEDOM from FLUORIDATION will adhere to the Procedures outlined below.

Procedures

Collection

BARWON FREEDOM from FLUORIDATION will:

- Only collect information that is necessary for the performance and primary function of BARWON FREEDOM from FLUORIDATION.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

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Use and Disclosure

BARWON FREEDOM from FLUORIDATION 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

BARWON FREEDOM from FLUORIDATION 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

BARWON FREEDOM from FLUORIDATION 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

BARWON FREEDOM from FLUORIDATION will:

- Ensure stakeholders are aware of [name of organisation]'s Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

BARWON FREEDOM from FLUORIDATION 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.

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Anonymity

BARWON FREEDOM from FLUORIDATION will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

BARWON FREEDOM from FLUORIDATION:

- 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.
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The organisation's Committee of Management is responsible for adopting this policy.

The organisation's Committee of Management, Coordinator (Manager) and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Coordinator (Manager) is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

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