

PRIVACY POLICY

Drafted by: Jennifer Wilson-Richter	Approved by Committee: 14 Nov 16
Responsible Person: DVS committee	Date for Review: Nov 2019

Introduction

The Committee of Diamond Valley Singers Inc 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 Diamond Valley Singers Inc in dealing with privacy considerations.

Policy

Diamond Valley Singers Inc collects and administers a range of personal information. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Diamond Valley Singers Inc 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 and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988.

Diamond Valley Singers Inc is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Diamond Valley Singers Inc will

- 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.

Authorisation



14 Nov 2016

Diamond Valley Singers Incorporated

PROCEDURE

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Responsibilities

Diamond Valley Singers Inc's Committee is responsible for developing, adopting and reviewing this policy.

Diamond Valley Singers Inc's Secretary 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

Collection

Diamond Valley Singers Inc will:

- Only collect information that is necessary for the performance and primary function of Diamond Valley Singers Inc.
- Notify members about why we collect the information and how it is administered.
- Notify members 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).

Use and Disclosure

Diamond Valley Singers Inc will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, Diamond Valley Singers Inc will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and Diamond Valley Singers Inc has provided an opt out and the opt out has not been taken up.

- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State in privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as Diamond Valley Singers Inc is required to be.
- Provide all individuals access to their own personal information collected by Diamond valley Singers Inc.
- Provide current financial members access to inspect the member's register, as provided under Diamond Valley Singers Inc. Rules of Association Rule 14, clause 1(f), except where it is a threat to life or health or it is authorised by law to refuse.
- If a person is able to establish that the personal information is not accurate, then Diamond Valley Singers Inc must take steps to correct it. Diamond Valley Singers Inc may allow a person to attach a statement to their information if Diamond Valley Singers Inc disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary could be allowed sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

Storage

Diamond Valley Singers Inc will:

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorised access, interference, unauthorised modification or disclosure.
- Before Diamond Valley Singers Inc discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. Diamond Valley Singers Inc will have systems which provide sufficient security.
- Ensure that [organisation's] data is up to date, accurate and complete.

Destruction and de-identification

Diamond Valley Singers Inc will:

- 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.
- Change information to a pseudonym or treat it anonymously if required by the person whose information Diamond Valley Singers Inc holds

Data Quality

Diamond Valley Singers Inc will:

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

Openness

Diamond Valley Singers Inc will:

- Ensure stakeholders are aware of Diamond Valley Singers Inc's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Diamond Valley Singers Inc 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

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

Related Documents

Authorisation

A handwritten signature in black ink, appearing to read "Ian Rowe". The signature is written in a cursive style with a large initial "I".

14 Nov 2016
Diamond Valley Singers Incorporated