



TITLE	Privacy Policy
VERSION NUMBER	2
APPROVAL	
RESPONSIBILITY	Waminda Board & Coordinators
LAST REVIEWED	June 2022

Introduction

Waminda Community House Waminda respects all staff, members, volunteers, visitors and other agencies' rights to privacy. All activities conducted at Waminda Community House are subject to the Australian Privacy Act (1988) and to the requirements of the Australian Privacy Principles (APPs) contained in the Privacy Act.

Purpose

The purpose of this policy is to outline what Waminda Community House will do in relation to the personal information that it collects about those who visit and use the House. From time to time, staff at Waminda Community House need to gather personal information about people who use the House. Staff at Waminda Community House will endeavour to maintain people's privacy, while still ensuring that all relevant documentation is obtained and kept safely at the House.

Procedure

- If a person is registering to become a member, or to join an activity that is being conducted by Waminda Community House, they need to complete some documentation that will include some of their personal details.
- All staff and volunteers at Waminda Community House will also need to complete some documentation that includes some of their personal details
- All forms, registrations and personal information completed by House users will be kept in a secure file in the office at Waminda Community House.
- All electronic forms and documentation that includes people's personal information also needs to be kept in a secure file. No members personal information may be removed from the house either electronically or in hardcopy by anyone including all Board of Management members.
- Anyone who has their photo taken, while attending any activities at Waminda, needs to complete a media consent form, which will be kept securely on file with their other information.
- All personal documentation should be kept securely for no more than 7 years after it has been used.
- That information obtained will not be disclosed to third parties aside from under duty of care, legal and mandatory reporting requirements without signed written consent of the parties that the information pertains to.
- All emails sent to members from the Waminda email address shall be sent via Blind Carbon Copy (Bcc) to protect member privacy.
- All passwords are to be updated after the changing of office bearers at the AGM

Responsibilities

It is the responsibility of the Board of Management and the House Coordinator to ensure that all documentation relating to House user's personal information is kept in a secure file.

Related Documents

- Complaints and disputes policy
- Visitors Policy