

# Privacy Policy

Weddin Landcare Steering Committee Inc.



## INTRODUCTION

Weddin Landcare Steering Committee Inc. (Weddin Landcare) is a not-for-profit Association dedicated to regenerating the landscape to support healthy ecosystems and agricultural production, protect our local flora and fauna and help our rural community thrive.

Our organisation and the outcomes we can achieve are strengthened through its employees as well as its member and volunteer network. This requires the collection of personal information so that we can keep our employees, members, volunteers and interested members of the public up to date with our projects, events and opportunities.

Weddin is committed to protecting the privacy of personal information which it collects, holds and administers by preventing wrongful access, collection, disclosure or release of personal information by verbal, written or electronic means.

## PURPOSE

This policy outlines Weddin Landcare's ongoing obligations to customers in respect of how we manage Personal Information. The policy is designed to ensure that Weddin Landcare staff, members and volunteers comply with and observe the statutory requirements of the *Privacy Act 1988*.

## DEFINITIONS

**Steering Committee/Landcare members** – Refers to members of the Weddin Landcare Steering Committee Incorporated. Includes current committee members who have paid their membership fees.

**Association** - Refers to the Weddin Landcare Steering Committee Incorporated.

**Weddin Landcare** – is the trading name for Weddin Landcare Steering Committee Incorporated.

**Executives** – refers to the executive committee members of Weddin Landcare Steering Committee, being the Chairperson, Vice chairperson, Treasurer, Secretary and Public Officer.

**Staff** – Refers to paid employees and contractors of Weddin Landcare.

**Volunteers** – Refers to unpaid employees and volunteers undertaking work for Weddin Landcare.

## POLICY

Weddin Landcare has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

All staff, members, volunteers and committee of Weddin Landcare shall be aware and observant of the 13 Australian Privacy Principles (AAPs), outlined in the Privacy Act 1988, which are summarised below:

<b>1</b>	<b>Open and transparent management of personal information</b>	Personal information must be managed in an open and transparent way. This includes having a clearly expressed and up to date privacy policy.
<b>2</b>	<b>Anonymity and pseudonymity</b>	Individuals have the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.
<b>3</b>	<b>Collection of solicited personal information</b>	This principle outlines when an organisation can collect personal information that is solicited. It applies higher standards to the collection of sensitive information.
<b>4</b>	<b>Dealing with unsolicited personal information</b>	Outlines how organisations must deal with unsolicited personal information.
<b>5</b>	<b>Notification of the collection of personal information</b>	Outlines when and in what circumstances an organisation that collects personal information must tell an individual about certain matters.
<b>6</b>	<b>Use or disclosure of personal information</b>	Outlines the circumstances in which an organisation may use or disclose personal information that it holds.
<b>7</b>	<b>Direct marketing</b>	An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.
<b>8</b>	<b>Cross-border disclosure of personal information</b>	Outlines the steps an organisation must take to protect personal information before it is disclosed overseas.
<b>9</b>	<b>Adoption, use or disclosure of government related identifiers</b>	Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.
<b>10</b>	<b>Quality of personal information</b>	An organisation must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. It must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.
<b>11</b>	<b>Security of personal information</b>	An organisation must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An organisation has obligations to destroy or de-identify personal information in certain circumstances.
<b>12</b>	<b>Access to personal information</b>	Outlines an organisation's obligations when an individual requests to be given access to personal information held about them by the organisation. This includes a requirement to provide access unless a specific exception applies.
<b>13</b>	<b>Correction of personal information</b>	Outlines an organisation's obligations in relation to correcting the personal information it holds about individuals.

## RESPONSIBILITIES

It shall be the responsibility of the Committee to ensure that all requirements of this policy are complied with.

Weddin Landcare's Committee, staff and volunteers are responsible for the implementation of this policy. This policy and procedures shall be reviewed every year by the Committee.

## PROCEDURES

### 1. OPEN AND TRANSPARENT MANAGEMENT OF PERSONAL INFORMATION

Weddin Landcare will:

- Ensure stakeholders are aware of this policy and make this information freely available.
- Take reasonable steps to implement practices, procedures and systems that will ensure it complies with all APPs and deal with related enquiries and complaints.

### 2. ANONYMITY AND PSEUDONYMITY

Weddin Landcare will give stakeholders the option of not identifying themselves or of using a pseudonym when dealing with the group in relation to a particular matter.

### 3. COLLECTION OF SOLICITED PERSONAL INFORMATION

Weddin Landcare will:

- Only collect information that is reasonably necessary for the functions or activities of Weddin Landcare. This includes, but is not limited to, providing information to clients and marketing. Where practicable, collection of personal information will only occur from interaction with that individual.
- Only collect sensitive information where the above conditions are met and the individual concerned consents to the collection.
- Where appropriate and possible, notify stakeholders about why we collect information and how it is administered and that it is accessible to them.

#### What is personal information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, and phone numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website [weddinlandcare.com.au](http://weddinlandcare.com.au), from media and publications, from other publicly available sources, and from third parties. Weddin Landcare does not guarantee website links or policies of authorised third parties.

#### Sensitive information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

### 4. DEALING WITH UNSOLICITED PERSONAL INFORMATION

Unsolicited personal information is any personal information received by the group that has not been requested by the group. In relation to this information, Weddin Landcare will decide whether it could have collected the information under APP3 or whether the information is contained in a Commonwealth record and:

- if the answer to both these questions is no, Weddin Landcare will destroy or de-identify the information as soon as practicable if it is lawful and reasonable to do so under APP4.3;

- If the answer to one of these questions is yes, Weddin Landcare may keep the information but must deal with it in accordance with APPs 5-13.

## **5. NOTIFICATION OF THE COLLECTION OF PERSONAL INFORMATION**

Weddin Landcare will take reasonable steps before, at the time or as soon as practicable after it collects personal information about an individual to notify the individual of certain matters including, Weddin Landcare's identity and contact details, the purposes and circumstances of collection, whether collection is required by law and the consequences if personal information is not collected.

## **6. USE OR DISCLOSURE OF PERSONAL OR SENSITIVE INFORMATION**

Weddin Landcare will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose or where required or authorised by law.
- Obtain consent from the affected party for all other uses.

### **Third parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party. Weddin Landcare does not guarantee website links or policies of authorised third parties.

Weddin Landcare:

- a) 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.
- b) Can only release information to a third person where it is requested by the person concerned.
- c) If the information is required in order to inform members of opportunities or events that are in line with our organisation's mission or vision, we may provide a third party with name and address labels only. We are never to provide the information in electronic format.

## **7. DIRECT MARKETING**

Weddin Landcare will not disclose personal information for direct marketing purposes.

## **8. CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION**

Weddin Landcare will not disclose personal information to an overseas recipient.

## **9. ADOPTION, USE OR DISCLOSURE OF GOVERNMENT RELATED IDENTIFIERS**

Weddin Landcare will not adopt as its own identifier the identifier of other agencies or service providers, eg Centrelink identification number.

## **10. QUALITY OF PERSONAL INFORMATION**

Weddin Landcare will take reasonable steps to ensure the information we collect, use or disclose is accurate, up-to-date and complete and relevant to the functions we perform.

## **11. SECURITY OF PERSONAL INFORMATION**

Weddin Landcare will safeguard the information we collect against misuse, interference and loss, unauthorised access, modification and disclosure. Reasonable steps will be taken to destroy or permanently de-identify personal

information no longer needed. However, most of the Personal Information is or will be stored in client files, which will be kept by us for a minimum of 7 years.

## **12. ACCESS TO PERSONAL INFORMATION**

Weddin Landcare will ensure individuals are granted access upon written request to any personal information held about them.

Weddin Landcare will not charge any fee for access requests, but may charge an administrative fee for providing a copy of any Personal Information.

In order to protect Personal Information we may require identification before releasing the requested information.

## **13. CORRECTION OF PERSONAL INFORMATION**

Weddin Landcare will take reasonable steps to make sure Personal Information is accurate, up-to-date, complete, relevant and not misleading. If we find that the information we have is not up to date or is inaccurate, we will update and correct our records as soon as practicable.

Clients may unsubscribe from our mailing/marketing lists at any time by contacting Weddin Landcare in writing.

## **REVIEW**

This Policy may change from time to time and is available on our website [weddinlandcare@outlook.com](mailto:weddinlandcare@outlook.com).

The Weddin Landcare Steering Committee Inc. Executive will review this policy every year.

## **COMPLAINTS**

If you have any queries or complaints about our Privacy Policy please contact us at:

Weddin Landcare  
PO Box 201  
GRENFELL NSW 2810  
[weddinlandcare@outlook.com](mailto:weddinlandcare@outlook.com)