

# PRIVACY POLICY

## FOR THE WAVERLEY ARTYS SOCIETY AND THE HIGHWAY GALLERY 2011

### **Purpose:**

This document sets out the Privacy Policy of the Waverley Arts Society Inc (WAS) and The Highway Gallery in relation to the handling of personal and sensitive information.

### **Broad Guidelines:**

Waverley Arts Society and The Highway Gallery respect the privacy of all individuals in these organisations.

Furthermore, Waverley Arts Society and The Highway Gallery are committed to ensuring that those involved in the management of these organisations comply at all times with their obligations under the Information Privacy Act 2000 and the Health Records Act 2001.

### **Implementation Factors:**

1. Waverley Arts Society and The Highway Gallery may hold some information in relation to employees, members and participants. This information includes, but is not limited to:

- names, addresses, email addresses, phone number/s, emergency contacts;
- information relating to the personal background of employees (such as their home address, sex, date of birth, nationality, languages spoken, their employment history, their educational qualifications, any illnesses and details of contact people in the event of any emergency);
- information relating to the medical/health history of employees;
- information documenting the work history of employees (such as their letter of appointment, as well as records of any salary adjustments, written warnings, salary sacrifice documents and sick leave taken);
- tax file numbers and bank account details .

2. There are a variety of reasons why Waverley Arts Society and The Highway Gallery are required to hold this information. Some of these reasons include:

- to enable the Committees of Management to administer and manage the services provided, which may include, but is not limited to meetings, classes, exhibitions, sales and workshops;
- to enable the Committees to plan for the future; and
- to contact a designated person in an emergency.

3. Waverley Arts Society and The Highway Gallery will follow the ten national privacy principles in the handling of personal information of members, employees and other participants.

*1. Collection* - The organisations will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.

*2. Use and disclosure* - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.

3. *Data quality* - The organisations will take all reasonable steps to make sure that the personal information they collect, use or disclose is accurate, complete and up to date.

4. *Data Security* - The organisations will take all reasonable care to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

5. *Openness* - The organisations will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.

6. *Access and correction* - The individual will be given access to the information held except to the extent that prescribed exceptions apply. The organisations will correct and up-date information errors described by the individual.

7. *Unique Identifiers* - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. The organisation will not assign unique identifiers except where it is necessary to carry out its functions efficiently.

8. *Anonymity* - Wherever possible, the organisations will provide the opportunity for the individual to interact with them without identifying themselves.

9. *Transborder Data Flows* - The individual's privacy protections apply to the transfer of personal information out of Australia.

10. *Sensitive Information* - The organisations will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

4. In order that all WAS members and participants are aware of the basis of the Privacy Policy, the following statement will be included in Membership Forms and all other appropriate documents:

*Waverley Arts Society and The Highway Gallery respect your right to information privacy. Information which we collect and hold on our participants is kept in accordance with information privacy laws. Please contact us if you would like any further information on Privacy.*

5. Anyone who feels that there has been unwarranted invasion of their privacy should contact a member of the Committee of Management.

6. All staff, members and volunteers whose position descriptions require them to handle personal or sensitive information will be given a copy of the Privacy policy and will be asked to sign the following declaration. This declaration will be held by a designated committee member.