

Privacy Statement

Policy Kidsafe ACT is committed to its privacy statement that safeguards the privacy of members, clients and the public and comply with the *Privacy Act 1998*.

Definition A privacy statement is a document that declares the intentions of the organisation in relation to:

- client information and data.
- how personal information is stored.
- how clients can access this information; and
- the purposes for which personal information is used and disclosed.

Procedure

Kidsafe ACT's privacy statement follows the requirements under Privacy Act 1998 and encompasses:

- data collection.
- data storage.
- data use.
- data disclosure; and
- access by an individual.

Data collection

Kidsafe ACT collects non identifiable information for reporting purposes to federal and territory governments as required under its funding obligations. The information is collected in a fair, legal, and transparent way.

Data storage

All messages and personal information which are relayed to our members with the permission of the client are then disposed of:

- in a secure waste bin.
- Personnel files are stored in a secure location within the premises, and.
- No credit card details are kept on file.

Data use

The organisation only uses the personal information collected for the purposes for which it was required, or other purposes that are agreed to by the organisation and the individual. Additional purposes may be required to comply with national or territory legislation. If this is the case, the organisation will communicate to the client that this will occur.

Data disclosure

Kidsafe ACT undertakes to disclose your data only under the following circumstances:

- where required or permitted to do so by law; and
- with your consent.

Access by an individual

Kidsafe ACT will provide access to personal information by an individual that is:

- convenient.
- without reasonable delay; and
- without cost.



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For further information, contact The Office of Privacy Commissioner
Commission email privacy@privacy.gov.au or access the website address at <http://www.privacy.gov.au>

Privacy Act 1998
http://www.privacy.gov.au/privacy_rights/index.html