

Privacy Policy

The Organisation is committed to protecting and upholding the right to privacy of, staff, volunteers, Board members and other stakeholders. In particular 3SA conforms to the Federal Privacy Act (1988) and the Australian Privacy Principles in protecting the rights of staff, volunteers, Board members and other stakeholders to privacy in the way personal information is collected, stored and used. This applies to all hard copy and electronic records containing personal information, and to discussions of a personal nature.

Summary

The Organisation will:

- meet legal and ethical obligations as an employer in relation to protecting the privacy of staff, Board members, volunteers and other stakeholders
- staff, Board members, volunteers and other stakeholders are provided with privacy when they are being interviewed or discussing matters of a personal or sensitive nature
- all staff, Board members and volunteers understand what is required to meet these obligations
- The Organisation's privacy policy is accessible and provided in the format requested, where reasonable.

The Organisation require Board members, staff, volunteers and contractors to respect and maintain the confidentiality of the organisation's business, along with the confidentiality of stakeholders whether individuals, organisations, businesses or government agencies

The Organisation will maintain accurate and secure records on Board members, staff, casual employees and volunteers, for internal administration and human resource management purposes. These records will be made available only to authorised officers, the employee (unless exemptions apply), and as required by law.

Ratified by	Board
Person responsible	Chief Executive Officer
Version	V1.1

Policy context: This policy relates to

Legislation or other requirements

Human Rights and Equal Opportunity Commission Act 1987
Racial Discrimination Act 1975 (Clth)
Public Interest Disclosures Act 1994 (Clth)
Associations Incorporation Act 2009 (NSW)
Employees Liability Act 1991 (NSW)

Documentation

Documents related to this policy

Related policies

Values, Vision and Mission

Code of Conduct

Governance

Information and Knowledge Management

Financial Management

Risk Management

Asset Management

Performance and Conduct Management

Grievance