

## **PRIVACY POLICY**

### **Your privacy is important**

This statement outlines Tangaroa Blue Foundation's (TBF) policy on how the foundation uses and manages personal information provided to or collected by it.

TBF follows Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

TBF may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to TBF's operations and practices and to make sure it remains appropriate to the changing legal environment.

### **What kind of personal information does TBF collect and how is it collected?**

The type of information TBF collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Contact details – personal and of others (eg for emergencies)
- Personal health and safety
- Employment history
- Training and professional development-related records (e.g. certificates of attainment, First Aid)
- Drivers licenses
- Legal checks such as state authorised Working with Children cards.

### **Personal Information you provide:**

TBF will generally collect personal information held about an individual with their direct consent, e.g. through an activity sign-on form or subscription request. You have the right to seek to deal with us anonymously or use a pseudonym, but in some circumstances, it will not be practical for us to deal with you or provide any services to you except for general responses to general enquiries, unless you identify yourself.

### **Personal Information provided by other people:**

In some circumstances TBF may be provided with personal information about an individual from a third party.

### **In relation to employee records:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to TBF's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between TBF and the employee. However, TBF must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001, where this is relevant.

### **How will TBF use the personal information you provide?**

In relation to direct marketing and for sharing information, TBF will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your personal information obtained from elsewhere we will still send you direct marketing information where you have consented and which will also contain an opt out.

### **Job applicants, staff members and contractors:**

In relation to personal information of job applicants and contractors TBF's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor.

The purposes for which TBF uses personal information of job applicants and contractors include:

- insurance;
- health and safety
- to maintain contact
- to satisfy TBF's legal obligations,

Where TBF receives unsolicited job applications these will be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

### **Volunteers**

TBF also obtains personal information about volunteers who assist TBF in its functions. The purposes of collecting this information are made clear at the time and relate to the following purposes:

- Health and Safety
- Insurance
- Promotion, communication and marketing
- General information and updates
- To satisfy TBF's legal obligations.

## **Who might TBF disclose personal information to?**

TBF may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to TBF;
- anyone you authorise TBF to disclose information to.
- Administration support organisations such as insurance representatives.

## **Sending information overseas:**

TBF will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

## **How does TBF treat sensitive information?**

In referring to 'sensitive information' TBF means:

“information relating to a person’s racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **Management and security of personal information**

TBF members, volunteers and workers are required to respect the confidentiality of personal information and the privacy of individuals.

TBF has in place steps to protect the personal information TBF holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal way.

We may also collect information about your IP address, although this does not identify you.

### **Updating personal information**

TBF endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by TBF by contacting the Chair or Secretary of TBF at any time.

The Australian Privacy Principles and Health Privacy Principles require TBF not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information TBF holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which TBF holds about them and to advise TBF of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information TBF holds about you, please contact the Chair or Secretary in writing.

TBF may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, TBF may charge a fee to retrieve and copy any material. If the information sought is extensive, TBF will advise the likely cost in advance.

### **How long will TBF keep my information?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. It may be kept for marketing purposes, where you have not taken the opt-out option.

### **Enquiries and privacy complaints**

If you would like further information about the way TBF manages the personal information it holds, please contact the Chair. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Chair who will first liaise with you. If we then have not dealt satisfactorily with your concerns we will contact you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

- Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)
- Tel: 1300 363 992
- Fax: +61 2 9284 9666