

Policy | Privacy

Purpose and Scope

The purpose of this policy is intended to outline the roles and responsibilities within the organisation in relation to privacy. Strict adherence to this policy is essential in order to maintain the highest possible standards, ensuring continuity and cohesion in the management and governance of the Physical Disability Council of NSW Inc (**PDCN**).

This policy applies to all employees of PDCN. It also applies to all members of the PDCN Board from the time they are elected to office (*see Constitution*). A copy of this policy document will be given to all Board members upon their election.

Policy

PDCN acts consistently at all times with the 12 Information Protection Principles in the *Privacy and Personal Information Protection Act 1998* (NSW).

In some of its work, such as when PDCN works together with NSW Government Agencies, PDCN may be legally bound by the *Privacy and Personal Information Protection Act 1998* (NSW) in the same way that NSW Government Agencies are bound.

The 12 Information Protection Principles are listed below.

An agency must:

Collection

1. **Lawful:** Only collect your personal information for a lawful purpose. It must be needed for the agency's activities.
2. **Direct:** Collect the information only from you, unless exemptions apply.
3. **Open:** Tell you that the information is being collected, why and who will be using it and storing it. You must be told how to access it and make sure it's correct.
4. **Relevant:** Make sure your personal information is relevant, accurate, current and non-excessive.

Storage

5. **Secure:** Store your personal information securely. It should not be kept longer than needed, and should be disposed of properly.

Access and Accuracy

6. **Transparent:** Provide you with details about the personal information they are storing, reasons why they are storing it and how you can access it if you wish to make sure it's correct.
7. **Accessible:** Allow you to access your personal information in a reasonable time frame and without being costly.

8. **Correct:** Allow you to update, correct or amend your personal information when needed.

Use

9. **Accurate:** Make sure that your personal information is accurate before using it.
10. **Limited:** Only use your personal information for the reason they collected it.

Disclosure

11. **Restricted:** Only release your information if you consented. An agency, however, may also release your information if it's for a related reason and can be reasonably assumed that you would not object. Or your information is needed to deal with a serious and impending threat to someone's health and safety including your own.
12. **Safeguarded:** Not disclose your sensitive information without your consent. Such information includes: racial, ethnic information, political, religious and philosophical beliefs, sexual activity and trade union membership. Your information may only be released without consent to deal with a serious and impending threat to someone's health and safety.

What information does PDCN collect?

Personal information collected by PDCN includes:

For **employees: PDCN only collects** information related to their employment. This may include, for example: a copy of a resume or CV; papers related to a recruitment process; personal address and emergency contact details; leave forms; attendance sheets; and performance review information. PDCN only collects employees' health information on a voluntary basis, and for the purposes of providing a safe working environment for the employee.

For **workshop and consultation attendees:** PDCN only collects information related to attendees' participation, including their name and email or telephone contact information.

How is information stored?

Employee information is stored in a locked storage cabinet, and accessed only by the Executive Officer, and electronically on a secure, internal drive at PDCN, accessed only by the Executive Officer.

Membership, workshop and planning/consultation participant information is located on a secure customer relationship management (CRM and CDS) web based databases, which can only be accessed by PDCN employees and contractors, in part or in full as applicable to their job role requirements.

PDCN planners are required to upload documentation collected to the CDS drive as soon as is practicable after it is collected, undertake to keep personal information they

become aware of secure, and to destroy records securely as soon as is practicable after upload to database and finalisation of planning.

All PDCN digital information is also 'backed up' from the PDCN internal drives each day to external (offsite) secure storage.

How can information be accessed?

Employees can view their employee file by making a request to the Executive Officer. Once a request has been made, access must be provided as soon as is practicable and photocopies of any part of the information provided to the employee if they request it. Employees are able to add new information to their file, or address inaccuracies in their file.

Workshop and consultation attendees can obtain a copy of information held about them by making a request to the Executive Officer. If such a request is received by another employee, it should be forwarded promptly to the Executive Officer. Access to information must be provided as soon as is practicable, and photocopies of any part of the information will be provided if requested.

Complaints

If a person is concerned about a breach of their privacy, PDCN will refer them to the Information and Privacy Commission, NSW.

Responsibility

It is the joint responsibility of the Executive Officer and the President to ensure any new Board Member(s), and employees are provided with orientation and relevant information about the Privacy policy.

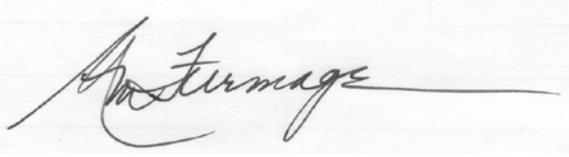
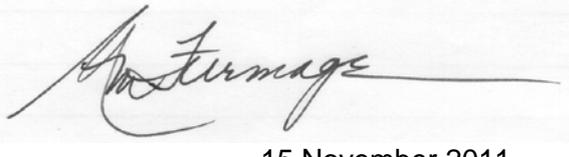
It is the responsibility of the President to ensure that Board members are aware of their roles/responsibilities.

It is the responsibility of the Executive Officer to ensure that employees are aware of their roles/responsibilities.

Related Documents

The full text of the *Privacy and Personal Information Protection Act 1998* (NSW) is available at:

<https://www.legislation.nsw.gov.au/#/view/act/1998/133>

Version #	Approval Date	Approved by
1	 15 June 2009	PDCN Committee of Management
2	 15 November 2011	PDCN Committee of Management
3	 16 July 2013	PDCN Committee of Management
4	 27 August 2014	PDCN Board
5	 17.5.16	PDCN Board
6	 13.2.18	PDCN Board (President - Chris Sparks)