

## Privacy Policy

### Privacy Policy

February 2020

#### Purpose of this Policy

The purpose of this policy is to ensure that the Halberg Foundation complies with the Privacy Act 1993 and the updates of 2017 in all aspects of Trustee, staff, donors, Activity Fund, young people and also other stakeholder information as may be appropriate.

This policy has been developed to provide guidelines in relation to:

- a. The collection, use and disclosure of personal information
- b. The storage and protection of personal information
- c. Access by each individual to personal information held by the Halberg Foundation.

#### Guidelines

1. The Foundation will ensure that procedures regarding the collection, storage, use and disclosure of information will comply with the Privacy Act and the information privacy principles set out in that Act which specify requirements in terms of:
  - Purpose of collection of personal information
  - Source of personal information
  - Collection of information from individual
  - Manner of collection of personal information
  - Storage and security of personal information
  - Access to personal information
  - Correction of personal information
  - Accuracy (etc.) of personal information to be checked before use
  - Personal information not to be kept for longer than necessary
  - Limits on the use of personal information
  - Limits on disclosure of personal information
  - Unique identifiers
2. The Foundation has appointed a privacy officer who will promote and protect individual privacy. The privacy officer has the responsibility of:
  - Ensuring that the members of the Foundation adhere to the principles contained in the Privacy Act in all aspects of their work.
  - Informing new staff (at Induction) of the Foundation's commitment to the principles contained in the Privacy Act.

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- Holding an annual meeting with staff to refresh them on the Privacy Act and its principles.
- Updating staff on any changes to the Privacy Act and informing them of any current commentary and best practice examples in the media.
- Ensuring appropriate access to permissions in all databases and files within the organisation.
- Ensuring that data and files are protected from access outside of the organisation and that processes leave no room for erroneous transmission of data.
- Dealing with requests for access to personal information, or correction of personal information.

The Foundation has appointed the Operations Manager as Privacy Officer. In the absence of the Operations Manager, the CEO will be acting Privacy Officer.

3. All forms collected by the Foundation containing personal information will comply with the Privacy Act. (Examples: Activity Fund applications, event participants, donors and supporters, personal information about staff and Trustees).
4. Databases developed by the Foundation containing personal information will comply with the Privacy Act.
5. All policies, practices and procedures will have due regard to Privacy Act considerations.