

PRIVACY POLICY

Policy Statement

Yangebup Family Centre Inc is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Reasons for having these policies

- To provide a framework for the Yangebup Family Centre in dealing with privacy considerations.
- To ensure the Yangebup Family Centre complies with current Privacy legislation

Risk management considerations

- Uncertainty regarding the sharing of an individual's personal information
- Inappropriate sharing of an individual's personal information

Related legislation

- [Privacy Act \(1988\)](#)
- [Privacy Amendment Act \(2012\)](#)

2.8 Privacy

Policy

Collection of Information

- 2.8.1. The Yangebup Family Centre collects and administers a range of personal information for the purposes of:
 - 2.8.1.1. Providing Yangebup Family Centre products or services, and
 - 2.8.1.2. Carrying out our internal administrative operations
- 2.8.2. The Yangebup Family Centre may collect personal information when an individual interacts with the organisation in any of the following ways:
 - 2.8.2.1. Fills in a membership application form or enrolment form
 - 2.8.2.2. Deals with the Yangebup Family Centre in person or over the telephone
 - 2.8.2.3. Purchases a product or service from the Yangebup Family Centre.
 - 2.8.2.4. E-mails the Yangebup Family Centre
 - 2.8.2.5. Subscribes to our electronic news
 - 2.8.2.6. Joins a Yangebup Family Centre online forum or
 - 2.8.2.7. Attends a Yangebup Family Centre event or training
 - 2.8.2.8. Participates in a Yangebup Family Centre promotional activity, for example, competition entry.
- 2.8.3. The Yangebup Family Centre will collect personal information by lawful and fair means and not in an unreasonably intrusive way.

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Use of Information

- 2.8.4. Personal information provided will only be used:
 - 2.8.4.1. For purposes consistent with the reason it was provided, or for a directly related purpose.
 - 2.8.4.2. Where it is required or permitted by law
 - 2.8.4.3. Where an individual has provided us with express or implied consent.

Security of Information

- 2.8.5. The Yangebup Family Centre requires employees and contractors to perform their duties in a manner that is consistent with the organisation's legal responsibilities in relation to privacy.
- 2.8.6. The Yangebup Family Centre will take all reasonable steps to ensure that paper and electronic records containing Personal Information are stored in facilities that are only accessible by people within the Yangebup Family Centre who have a genuine "need to know" as well as "right to know".
- 2.8.7. The Yangebup Family Centre will review, on a regular and ongoing basis, its information security practices to ascertain how ongoing responsibilities can be achieved and maintained.

Quality of Information

- 2.8.8. The Yangebup Family Centre will review, on a regular and ongoing basis, its collection and storage practices to ascertain how improvements to accuracy can be achieved.
- 2.8.9. The Yangebup Family Centre will take steps to destroy or de-identify Personal Information after as short a time as possible and after a maximum of seven years, unless the law requires otherwise.

Cross-Border Disclosure

- 2.8.10. The Yangebup Family Centre generally does not send information overseas.
- 2.8.11. If Personal Information must be sent by the Yangebup Family Centre overseas for sound business reasons, the Yangebup Family Centre will require the overseas organisation receiving the information to provide a binding undertaking that it will handle that information in accordance with the National Privacy Principles.

Access and Correction

- 2.8.12. Stakeholders will have access to their own information, and the right to seek its correction.
- 2.8.13. Correction to any document containing personal information will be undertaken as soon as practicably possible.

Complaints

- 2.8.14. Enquiries relating to privacy issues can be made in the first instance via phone, email or web enquiry.
- 2.8.15. Any formal privacy related complaints should be directed in writing to the Manager, Yangebup Family Centre.
- 2.8.16. The Yangebup Family Centre will acknowledge, in writing, the receipt of any privacy related complaint within 48 hours.
- 2.8.17. The Yangebup Family Centre will endeavour to manage any privacy related complaint efficiently and in a timely manner.

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Openness

- 2.8.18. A Privacy Statement disclosing the Yangebup Family Centre's information gathering and dissemination practices will be maintained and made available in the public area of the Yangebup Family Centre website.
- 2.8.19. All Yangebup Family Centre online and printable forms will contain a privacy statement