

Privacy Policy

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| Policy number | 32 | Version | 1 |
| | | Approved by board on | 19 March 2014 |
| Responsible person | President | Review date | March 2014 |

Introduction

The Board of Living Positive Victoria 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.

Purpose

The purpose of this document is to provide a framework for Living Positive Victoria in dealing with privacy considerations.

Policy

Living Positive Victoria collects and administers a range of personal information for the purposes of representing all people living with HIV in Victoria and is committed to the advancement of human rights and wellbeing of all people living with HIV.

The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Living Positive Victoria recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

Living Positive Victoria is bound by laws which impose specific obligations when it comes to handling information.

The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Living Positive Victoria will

- Collect only information which the organisation requires for its primary function
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
- Store personal information securely, protecting it from unauthorised access
- Provide stakeholders with access to their own information, and the right to seek its correction.

Authorisation



Avi Miller
Board Secretary
19 March 2014

Privacy Procedures

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|--------------------|----|-------------------|---------------|
| Procedure number | 32 | Version | 1 |
| | | Approved by EO on | 19 March 2014 |
| Responsible person | EO | Review date | March 2016 |

Responsibilities

Living Positive Victoria's Board is responsible for developing, adopting and reviewing this policy.

Living Positive Victoria's EO is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

Procedures

Collection

Living Positive Victoria will

- Only collect information that is necessary for the performance and primary function of Living Positive Victoria
- Notify stakeholders about why we collect the information and how it is administered
- Notify stakeholders that this information is accessible to them

Use and Disclosure

Living Positive Victoria will

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose
- For other uses, Living Positive Victoria will obtain consent from the affected person

Data Quality

Living Positive Victoria will

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform

Data Security and Retention

Living Positive Victoria will

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification
- Only destroy records in accordance with the organisation's Records Management Policy

Openness

Living Positive Victoria will

- Ensure stakeholders are aware of Living Positive Victoria's Privacy Policy and its purposes
- Make this information freely available in relevant publications and on the organisation's website

Access and Correction

Living Positive Victoria will

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

Living Positive Victoria will

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

Living Positive Victoria can

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form
- Can release information to third parties where it is requested by the person concerned

Related Documents

- Records Management Policy
- Confidentiality Policy
- References Policy

Authorisation



Brent Allan
Executive Officer
19 March 2014