



PERMACULTURE TOOWOOMBA INC.

EMPOWERING RESILIENCE

PRIVACY POLICY

INTRODUCTION

Permaculture Toowoomba Inc. is committed to protecting the privacy of personal information which it collects, holds and administers by preventing wrongful access, collection, disclosure or release of personal information by verbal, written or electronic means.

PURPOSE

The policy is designed to ensure that Permaculture Toowoomba Inc. Management Committee, Members and Volunteers comply with and observe the statutory requirements of the *Privacy Act 1988*.

POLICY

All Management Committee, Members and Volunteers of Permaculture Toowoomba Inc. shall be aware and observant of the 13 Australian Privacy Principles (APP), outlined in the *Privacy Act 1988*. Further detail is available on <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles> and whilst the APPs are not prescriptive, each APP entity needs to consider how the principles apply to its own situation. The principles cover:

- the open and transparent management of personal information including having a privacy policy
- an individual having the option of transacting anonymously or using a pseudonym where practicable
- the collection of solicited personal information and receipt of unsolicited personal information including giving notice about collection
- how personal information can be used and disclosed (including overseas)
- maintaining the quality of personal information
- keeping personal information secure
- right for individuals to access and correct their personal information

There are also separate APPs that deal with the use and disclosure of personal information for the purpose of direct marketing (APP 7), cross-border disclosure of personal information (APP 8) and the adoption, use and disclosure of government related identifiers (APP 9).

PROCEDURES

COLLECTION

Permaculture Toowoomba Inc. will:

- a) Only collect information that is necessary for the performance and primary function of Permaculture Toowoomba Inc. Where practicable, collection of personal information will only occur from interaction with that individual.
- b) Notify stakeholders about why we collect information and how it is administered.
- c) Notify stakeholders that this information is accessible to them.

USE AND DISCLOSURE

Permaculture Toowoomba Inc. will:

- a) Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- b) For other uses, we will obtain consent from the affected party.

DATA QUALITY

Permaculture Toowoomba Inc. will take reasonable steps to ensure the information we collect is accurate, complete, up-to-date and relevant to the functions we perform.

DATA SECURITY

Permaculture Toowoomba Inc. will safeguard the information we collect against misuse, loss, unauthorised access and modification.

Reasonable steps will be taken to destroy or permanently de-identify personal information no longer needed.

OPENNESS

Permaculture Toowoomba Inc. will ensure stakeholders are aware of this policy and make this information freely available.

ACCESS AND CORRECTION

Permaculture Toowoomba Inc. will ensure individuals have a right to seek access to information about them and to correct it, if it is inaccurate, incomplete or misleading or not up to date.

ANONYMITY

Permaculture Toowoomba Inc. will give stakeholders the option of not identifying themselves when completing evaluation forms and surveys.

MAKING INFORMATION AVAILABLE TO THIRD PARTIES

Permaculture Toowoomba Inc.:

- a) Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- b) Can only release information to a third person where it is requested by the person concerned.
- c) If the information is required in order to inform members of opportunities or events that are in line with our organisation's mission or vision, we may provide a third party with name and address labels only. We are never to provide the information in electronic format.

COMPLAINTS

All complaints against Permaculture Toowoomba Inc. Management Committee, Members and Volunteers in respect of privacy must be reviewed and investigated within 10 working days of the complaint being received.

All responses to privacy requests and complaints shall be reviewed by the Management Committee.

RESPONSIBILITIES

It shall be the responsibility of the Management Committee to ensure that all requirements of this policy are complied with.

Permaculture Toowoomba Inc.'s Management Committee, Members and Volunteers are responsible for the implementation of this policy.

These policy and procedures shall be reviewed every year by the Management Committee.

AUTHORISATION

This version was approved on: 17/12/2020

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President: Deborah Bassingthwaighte

President signature:

