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## **PRIVACY POLICY**

**SWA Policy No:** 01  
**Drafted:** January 2007  
**Adopted:**  
**Amended:**  
**Version:** 01

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### **Introduction**

The Board of South West Arts Inc is committed to protecting the privacy of personal information which the organization 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 South West Arts Inc in dealing with privacy considerations.

### **Policy**

South West Arts Inc collects and administers a range of personal information for the purposes of:

Cultural Directory;  
Member and Board Directory;

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

South West Arts Inc recognizes 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.

South West Arts Inc is bound by New South Wales Privacy Laws, the Information Privacy Act 2000, as well as other legislation, which imposes specific obligations when it comes to handling information. The organization has adopted the respective Privacy Principles contained in the New South Wales Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organization 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 unauthorized access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## **Procedures**

### **Collection**

South West Arts Inc will:

- Only collect information that is necessary for the performance and primary function of South West Arts Inc.
- 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**

South West Arts Inc will:

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

### **Data Quality**

South West Arts 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 and Retention**

South West Arts Inc will:

- Safeguard the information we collect and store against misuse, loss, unauthorized access and modification.
- Only destroy records in accordance with *Administration and Records Management Policy*.

### **Openness**

South West Arts Inc will:

- Ensure stakeholders are aware of South West Arts Inc Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

## **Access and Correction**

South West Arts Inc will:

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

## **Anonymity**

South West Arts Inc will:

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

## **Making Information Available to other Service Providers**

South West Arts Inc:

- 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.
- Can release information to third parties where it is requested by the person concerned.

## **Responsibility**

The organisation's Board is responsible for adopting this policy.

The organisation's Board and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Executive Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.