



Coffs Harbour Regional Landcare Inc

Privacy Policy

Policy

Coffs Harbour Regional Landcare Inc (CHRL) collects personal information for the purposes of providing support and assistance to individuals involved in land, water and vegetation management. If all or part of the personal information requested by CHRL is not provided, CHRL may be unable to provide the full range of support services offered by CHRL.

CHRL is committed to protecting the privacy of the personal information of its staff and volunteers that CHRL collects, holds, and administers. Anyone who provides personal information to CHRL is able to gain access to their information upon request. CHRL will only disclose personal information as part of its primary function or a directly related purpose unless prior consent is obtained.

CHRL is bound by laws, including the *Privacy Act 1988*, which impose specific obligations when it comes to handling information. This policy sets out the procedures CHRL uses in relation to handling personal information.

Purpose

The purpose of this policy is to provide a framework for CHRL in dealing with privacy considerations in such a way that complies with the *Privacy Act 1988* and associated National Privacy Principles.

Procedures

1. Collection: CHRL will:

- a. Only collect information that is necessary for the performance and primary function of Coffs Harbour Regional Landcare Inc.
- b. Notify individuals about why we collect the information and how it is administered.
- c. Notify individuals that this information is accessible to them.

2. Use and Disclosure: CHRL 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, CHRL will obtain consent from the affected person.

3. Data Quality: CHRL will take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions CHRL performs.

4. Data Security and Retention: CHRL will:

- a. Safeguard the information it collects and stores against misuse, loss, unauthorised access and modification.

- b.** Take all reasonable steps to destroy or permanently de-identify personal information that is no longer needed.
- 5. Openness:** CHRL will:
 - a.** Ensure individuals are aware of CHRL's Privacy Policy and its purposes.
 - b.** Make this information freely available in relevant publications and on the CHRL website.
- 6. Access and Correction:** CHRL 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.
- 7. Anonymity:** CHRL will give individuals the option of not identifying themselves when completing evaluation forms or opinion surveys.
- 8. Making information available to other organisations:** CHRL can:
 - a.** 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.
 - b.** Can release information to third parties where it is requested by the person concerned.
- 9.** This policy will be reviewed every 2 years, unless earlier review is deemed necessary.

*CHRL Privacy Policy
Adopted by CHRL Executive
Date: 9th January 2013.....
Review Date: 11 Feb 2015
Next Review: Feb 2017*