



POLICY	Privacy Policy		
DOCUMENT REF	01Priv PS	EFFECTIVE DATE	22 August 2024
RESPONSIBILITY	BOARD	REVISION NO.	Version 2

Purpose and Scope

The purpose of this policy is to provide a framework to protect the privacy of individuals within The Hut community and the confidentiality of their personal information that The Hut collects, holds and administers.

The Privacy Policy applies to personal and sensitive information relating to workers, clients, participants, community members and organisations engaged with The Hut.

Definitions

Privacy	In the context of this Policy, 'privacy' refers to the protection of uniquely identifiable information or data relating to a person or persons which is collected and stored, in digital or other forms.
Consent	Agreement given voluntarily by a person or their guardian to gather, use or disclose information that may be personal or sensitive.
Disclose	Making personal information available to others.
Personal Information	Any information that can directly or indirectly identify a person. (e.g. name and address, health records, bank account details, photos, videos or work details)
Sensitive Information	Information or opinion about a person's health, racial or ethnic origin, political opinion, professional or trade association, religious beliefs or affiliations, philosophical beliefs, sexual preference, finance status or criminal record.
Staff	Paid employees and volunteers
Worker	Any person who carries out work for the Hut, including work as a staff member (employee or volunteer), contractor, subcontractor, self-employed person, apprentice or trainee, work experience student or employee of a labour hire company

Background

The Hut's mission is to improve the well-being of Adelaide Hills residents and to strengthen the capacity of the community. The Hut does this through the provision of direct services and programs and by supporting other organisations with similar objectives.

It is necessary to collect some personal and sensitive information to improve the quality, effectiveness and relevance of Hut programs and services and to comply with



both State and Commonwealth legislation.

Policy

The Hut is committed to protecting the privacy and confidentiality of personal and sensitive information collected in the course of Hut operations or obtained by other means.

The Hut only collects personal information that is relevant for the delivery of services and will ensure any information collected is treated with respect. All personal information is securely maintained or destroyed following The Hut's document management schedule. In dealing with information it collects The Hut is bound by, and will abide by, the Australian Privacy Principles (APP).

This privacy commitment is reflected in, and supported by, our core values and is compliant with the Privacy Act 1988 (Cth).

Principles

The Hut is bound by laws which impose specific obligations when it comes to handling information and has adopted the following principles contained as minimum standards in relation to handling personal and sensitive information.

The Hut will:

- collect only information which The Hut requires for Hut activities and services. e.g. statistical reporting, meeting funding body requirements, improving service and program delivery.
- only use an individual's personal and/or health information for the purpose for which it was collected and will ensure that procedures are in place to safeguard it from misuse.
- use and only disclose personal information for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- store personal and sensitive information securely, protecting it from unauthorised access and destroy documents containing personal and sensitive information using a confidential and secure means.
- endeavour to keep personal information up to date and allow opportunity for individuals to view their information and have changes made where appropriate.

Responsibilities

All Board Members and Hut staff have an obligation to abide by this policy and sign a Code of Conduct agreement prior to commencing duties.

The Executive Officer is responsible for ensuring the appropriate and effective internal control systems are in place to meet this policy and legislative requirements.

The Executive Officer is the delegated Privacy Officer for The Hut and is responsible for ensuring the appropriate procedures are in place to support this policy.



<i>Related Documents</i>	<i>Human Resource and Cultural Policy and procedures Privacy and Confidentiality Procedures Document Control Register Code of Conduct Feedback and complaints Procedures Information and Communication Technology Policy Information Sharing Guidelines</i>
<i>Legislation & References</i>	<i>Privacy Act 1988 (Cth) State Records Act 1997 (SA) Child Protection Act 1993 (SA) Guardianship Act 1993 (SA) SA Government Information Sharing Guidelines</i>

Signed on behalf of Hut Board by Hut Chair: Name: David Rawnsley Signed: _____ Date: _____	
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Date Approved by Board: August 2024	Next Review Date: August 2027
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