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| Policy Number          | A.4          |
| Policy Name            | Privacy      |
| Version                | 002          |
| Approved by the AGM on |              |
| Scheduled review date  | October 2025 |

## Your privacy is important.

### 1. Policy

- 1.1. This policy outlines how GBWA uses and manages personal information provided to or collected by it.
- 1.2. GBWA is bound by the *Privacy Act 1988* (Cth)
- 1.3. GBWA 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.
- 1.4. GBWA 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.
- 1.5. GBWA 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. GBWA will
  - 1.5.1. Collect only information which the organisation requires for its primary function;
  - 1.5.2. Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
  - 1.5.3. Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
  - 1.5.4. Store personal information securely, protecting it from unauthorised access; and
  - 1.5.5. Provide stakeholders with access to their own information, and the right to seek its correction.

### 2. People

- 2.1. The Board is responsible for
  - 2.1.1. Developing and reviewing this policy, making recommendations for changes to the members at an AGM or Special meeting called for the purpose.
  - 2.1.2. Ensuring the implementation of the GBA Privacy Policy
- 2.2. The State Commissioner is responsible to 2.2.1. act as the Privacy Officer.
- 2.3. The Operations Manager is responsible
  - 2.3.1. For the implementation of this policy,
  - 2.3.2. for monitoring changes in Privacy legislation and in the GBA Privacy Policy and notifying the Board.
  - 2.3.3. to advise the Board on the need to review or revise this policy as and when the need arises, in addition to the regular review of this policy by the Board.
- 2.4. Leadership members are responsible to
  - 2.4.1. Be aware of this policy
  - 2.4.2. Follow the Policies and Procedures of their partner church's Privacy policy, the GBA Privacy Policy and this policy.

### 3. Procedures

#### 3.1. Collection - GBWA will:

3.1.1. Only collect information that is necessary for the performance and primary function of GBWA

3.1.2. Only collect personal information directly from those who use its services unless it is unreasonable or impracticable to do so.

3.1.3. Notify individuals about why GBWA collects the information and how it is administered

3.1.4. Notify individuals that this information is accessible to them upon request.

#### 3.2. Use and Disclosure - GBWA will:

3.2.1. Only use or disclose information for the primary purpose for which it was collected or a directly related purpose with consent

3.2.2. Obtain consent from the affected person for any other purpose

#### 3.3. Data Quality - GBA will:

3.3.1. Take reasonable steps to ensure the information it collects is accurate, complete, up to date, and relevant to the functions GBWA performs

#### 3.4. Data Security and Retention - GBWA will:

3.4.1. Safeguard the information it collects and store it against misuse, loss, unauthorised access and modification

3.4.2. Liaise with GBA to ensure that personal information is held in either secured electronic or hard copy form within Australia

#### 3.5. Openness - GBWA will:

3.5.1. Ensure individuals are aware of GBWA's Privacy Policy and its purposes

3.5.2. Make this policy freely available in relevant publications and on the organisation's website

#### 3.6. Access and Correction - GBWA will:

3.6.1. Acknowledge an individual's right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date

#### 3.7. Making information available to other organisations - GBWA can:

3.7.1. 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

3.7.2. Only release information to third parties where the person concerned requests it

#### 3.8. Breach of privacy complaints – GBWA will

3.8.1. Respond if an individual believes their privacy has been breached or they are unhappy with the manner in which their personal information has been handled by GBWA. Individuals should contact the State Commissioner who is the GBWA Privacy Officer.

#### 3.9. *Privacy Act 1988 (Cth)*

#### 3.10. *GBA Privacy Policy*

Date of approval at GBWA AGM \_\_\_\_\_

Signature of State Commissioner \_\_\_\_\_

The Girls' Brigade Western Australia