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## Introduction

The Board of the Victorian Mens Shed Association (the VMSA) is committed to protecting the privacy of personal information which the VMSA 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 the VMSA in dealing with privacy considerations.

## Policy

The VMSA collects and administers a range of personal information for the purposes of maintaining its database and the ongoing provision of services and support to Mens Sheds in Victoria. The VMSA is committed to protecting the privacy of personal information it collects, holds, and administers.

The VMSA acknowledges 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 and reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

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

The VMSA will:

- Collect only information which the VMSA requires for its primary function.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered.

		Version No:	1.0	Status:	confirmed
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- 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 unauthorised access to the best of the VMSA's ability; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## Responsibilities

The VMSA's Board is responsible for developing, adopting, and reviewing this policy.

The VMSA's CEO is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

## Processes

### 1. Collection

The VMSA will:

- Only collect information that is necessary for the performance and primary function of the VMSA.
- Collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person's consent or if required by law. (Sensitive information includes health information and information about religious beliefs, race, gender and others).

		Version No:	1.0	Status:	confirmed
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- The VMSA will also collect sensitive information about an individual if such collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
  - is physically or legally incapable of giving consent to the collection; or
  - physically cannot communicate consent to the collection.
- If the VMSA collects information during the course of the activities of a non-profit the VMSA—the following conditions must be satisfied:
  - the information relates solely to the members of the VMSA or to individuals who have regular contact with it in connection with its activities.
  - at or before the time of collecting the information, the VMSA inform the individual whom the information concerns that it will not disclose the information without the individual's consent; and
  - the collection must be necessary for the establishment, exercise or defense of a legal or equitable claim.
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

## 2. Use and Disclosure

The VMSA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, the VMSA will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
  - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
  - the person has consented; or

		<b>Version No:</b>	1.0	<b>Status:</b>	confirmed
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- certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and the VMSA has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- In each direct marketing communication with the individual, the VMSA draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications.
- State in the VMSA's privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as the VMSA is required to be. Such disclosures will only be made if:
  - the overseas recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
  - the individual consents to the transfer; or
  - the transfer is necessary for the performance of a contract between the individual and the VMSA, or for the implementation of pre contractual measures taken in response to the individual's request; or
  - the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the VMSA and a third party; or
  - the VMSA has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.
- In relation to the overseas transfer of personal information, if it is impractical for the VMSA to receive the person's consent to that transfer, the VMSA must have sufficient reasons to believe that the person would likely give consent could they be contacted.

		Version No:	1.0	Status:	confirmed
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- Provide all individuals access to personal information except where it is a threat to life or health or it is authorised by law to refuse and, if a person is able to establish that the personal information is not accurate, then [VMSA] must take steps to correct it. The VMSA may allow a person to attach a statement to their information if the VMSA disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.
- Each written direct marketing communication with the individual must set out the VMSA's business address and telephone number and, if the communication with the individual is made by fax, email or other electronic means, a number or address at which the VMSA can be directly contacted electronically.
- If the disclosure of sensitive information is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety and it is impracticable for the VMSA to seek the individual's consent before the use or disclosure and the use or disclosure is conducted in accordance with guidelines approved by the Commissioner under section 95A, the VMSA may make such a disclosure.
- If the VMSA has sufficient reasons to believe that an unlawful activity has been, is being or may be engaged in, and the disclosure of personal information becomes a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities, the VMSA may make such disclosures.
- The VMSA may further disclose personal information if its disclosure is mandated by an enforcement body or is required for the following:
  - the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
  - the enforcement of laws relating to the confiscation of the proceeds of crime;
  - the protection of the public revenue;

		Version No:	1.0	Status:	confirmed
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- the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
- the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.
- For the purpose of this Clause, [VMSA] must make a written note of the use or disclosure.

### 3. Storage

The VMSA will:

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorised access, interference, unauthorised modification or disclosure.
- Before the VMSA discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. The VMSA will have systems which provide sufficient security.
- Ensure that the VMSA's data is up to date, accurate and complete.

### 4. Destruction and de-identification

The VMSA will:

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information [VMSA] holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

### 5. Data Quality

The VMSA will:

- Take reasonable steps to ensure the information the VMSA collects is accurate, complete, up to date, and relevant to the functions we perform.

		Version No:	1.0	Status:	confirmed
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## 6. Openness

The VMSA will:

- Ensure stakeholders are aware of the VMSA's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the VMSA's website.
- Upon request by a person, the VMSA must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

## 7. Access and Correction

The VMSA 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.
- If the individual and the VMSA disagree about whether the information is accurate, complete and up to date, and the individual asks the VMSA to associate with the information a statement claiming that the information is not accurate, complete or up to date, the VMSA will take reasonable steps to do so.
- The VMSA will provide to the individual its reasons for denial of access or a refusal to correct personal information.
- The VMSA can withhold the access of an individual to his/her information if:
  - providing access would pose a serious and imminent threat to the life or health of any individual; or
  - providing access would have an unreasonable impact upon the privacy of other individuals; or
  - the request for access is frivolous or vexatious; or
  - the information relates to existing or anticipated legal proceedings between the VMSA and the individual, and the information would not be accessible by the process of discovery in those proceedings; or

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- providing access would reveal the intentions of the VMSA in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- providing access would be unlawful; or
- providing access would be likely to prejudice an investigation of possible unlawful activity; or
- an enforcement body performing a lawful security function asks the VMSA not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.
- Where providing access would reveal evaluative information generated within the VMSA in connection with a commercially sensitive decision-making process, the VMSA may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.
- If the VMSA decides not to provide the individual with access to the information on the basis of the above-mentioned reasons, the VMSA will consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.
- The VMSA may charge for providing access to personal information. However, the charges will be nominal and will not apply to lodging a request for access.
- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.