



Derwent Valley Youth Future Action Team Confidentiality and Privacy Policy

Purpose

The purpose of this policy is to provide guidelines for the management of confidentiality and privacy.

Policy

This policy ensures that Derwent Valley Youth Future Action Team (D'FAT) complies with the provisions of the Australian Privacy Principles (APP's) in the *Privacy Act 1988* and other associated Regulations.

Procedures

In accordance with the Australian Privacy Principles, D'FAT will have open and transparent management of personal information by:

- ❖ Only collecting personal information with an individual's prior knowledge and consent
- ❖ Only using personal information provided by an individual for the purposes for which it was collected
- ❖ Not disclosing personal information to a third party without the individual's consent
- ❖ Not disclosing personal information to other institutions and authorities except if required by law or other regulation
- ❖ Removing personal information from records when it is no longer required (except where archiving is required)
- ❖ Having processes and policies to protect the personal information that we have under our control from;
 - unauthorised access
 - improper use
 - alteration
 - unlawful or accidental destruction and accidental loss



Collection of information:

Personal information collected by D'FAT is only for the purposes which are directly related to the provision of services by our organisation.

The information provided by people when engaging our services or participating in our activities is primarily used for communication purposes. This is usually limited to names, addresses and contact details but may require further information in certain circumstances.

Use and disclosure:

We do not disclose individually identifiable information to any third party unless required to do so under law.

We will not disclose personal information about individuals to any third party other than when prior consent has been provided.

We may provide relevant personal information about an individual in an emergency situation if it will prevent or lessen a serious and imminent threat to their or another person's health or safety. If we do this, a record will be made of the situation and decision making involved in releasing that personal information, and who it was released to.

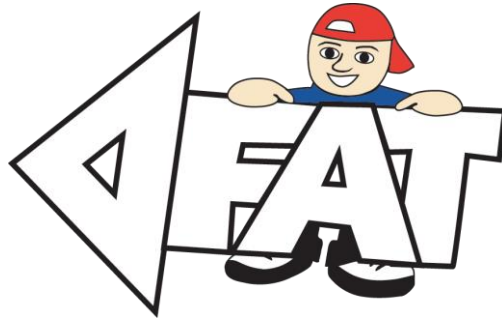
We will not use personal information or images for direct marketing, social media or our website unless prior consent has been obtained in writing and an opt-out option has been explained.

Security of information:

We will take steps to protect the personal information held against misuse and loss, unauthorised access, interference, unauthorised modification or disclosure. These steps include reasonable safeguards for electronic and hard copy records such as:

- ❖ Locking filing cabinets
- ❖ Physically securing the areas in which the personal information is stored
- ❖ Not storing personal information in public areas
- ❖ Not using public wifi connections to access information
- ❖ Positioning our computer, or electronic device's screens so that they cannot be seen or accessed by unauthorised people

We will destroy personal information once it is not required to be kept for the purpose for which it is collected, including from decommissioned electronic devices.



Confidentiality:

Confidentiality relates to the treatment and accessibility of information that has been disclosed or overheard during the course of a professional relationship. Confidentiality is a balance between safeguarding the rights of individuals, discharging professional duty of care and weighing up the need for others to know.

We all have an obligation to refrain from disclosing or discussing information with others that is given in confidence.

Breaches:

If you suspect a breach of confidentiality or privacy, the matter should be raised with the D’FAT Facilitator. Breaches of this policy may result in disciplinary action (as per Code of Conduct Policy). The action taken will depend on the seriousness of the breach, but may include formal warning, or termination of membership.