



READING FRIENDS AUSTRALIA LTD

ABN 52 655 762 262

PRIVACY POLICY

Scope & Purpose

The purpose of this Policy is to explain how Reading Friends Australia Ltd (RFA) collects, stores and may disclose personal information of its members, employees, volunteers, clients and donors.

This Policy applies to all members, employees and volunteers of RFA.

Definitions

Personal information is information or an opinion that identifies an individual, such as name, address or telephone number.

Sensitive information is information or an opinion that discloses such things as an individual's ethnic origin, political opinions, religious beliefs, memberships of associations or organisations or health information.

Policy

RFA is committed to complying with its ongoing obligations with regard to how it manages personal information.

RFA has adopted the National Privacy Principles contained in the Commonwealth Privacy Act 1988.

The National Privacy Principles govern the way RFA collects, uses, discloses, stores, secures and disposes of personal information.

Sensitive information will not be collected by RFA, except when a member, employee, volunteer, client or donor volunteers the information or gives permission or authorisation for the information to be collected by or provided to an appropriate person.

When RFA collects personal information, where appropriate and where possible, the reason(s) why the information is being collected and how it will be used will be explained.

Personal information will only be collected directly by RFA. Third parties will not be used.

Third parties may provide personal information to RFA. Where this occurs, RFA will take reasonable steps to inform the person(s) that personal information about them has been provided to RFA.

Personal information of donors may be held in the Donations Register.



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RFA will only disclose personal information:

- Where it is required to do so by law – eg Police, Office of Children’s Guardian; or
- Where consent is provided by the person(s) the information is about.

All members, employees and volunteers will comply with all aspects of this Policy.

All personal information will be stored in a secure cabinet or physical location or digital location which can only be accessed by authorised RFA members, employees or volunteers.

All personal information will be retained for the length of time required by law. It will then be disposed of in a safe and secure manner.

Any person(s) who believes RFA holds personal information about them, can make a reasonable request for access to that information, subject to the person(s) providing suitable identification. No fee will be charged for access or providing a copy of the information.

Breach of This Policy

A breach of this Policy will be considered a breach of the RFA Code of Conduct and accordingly, may result in disciplinary action including termination.

References

RFA Code of Conduct

RFA Donations Register

Office of the Australian Information Commissioner – National Privacy Principles

RFA Constitution