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Introduction

Lodestar Administration & Events (“Lodestar”) 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.

Purpose

The purpose of this document is to provide a framework for Lodestar Administration & Events in dealing with privacy considerations.

Authorisation

Danielle Courtier

Director

Lodestar Administration & Events

Policy

Lodestar Administration & Events collects and administers a range of personal information for the purposes of accurate record-keeping, client history data, marketing and promotion. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Lodestar Administration & Events 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. These privacy values are reflected in and supported by our core values and philosophies.

Lodestar Administration & Events is bound by Victorian Privacy Laws, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- 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; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Lodestar Administration & Events will adhere to the Procedures outlined below.

Procedures

Collection

Lodestar Administration & Events will:

- Only collect information that is necessary for the performance and primary function of Lodestar Administration & Events.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

Lodestar Administration & Events will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.

Data Quality

Lodestar Administration & Events will:

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

Data Security and Retention

Lodestar Administration & Events will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with *Administration & Records Management Policy*.

Openness

Lodestar Administration & Events will:

- Ensure stakeholders are aware of Lodestar Administration & Events' Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Lodestar Administration & Events 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.

Anonymity

Lodestar Administration & Events will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

Lodestar Administration & Events:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The organisation's Director is responsible for adopting this policy.

The organisation's Director and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Director is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.