



1. Policy

Introduction:	<p>Narre Community Learning Centre Inc (<i>NCLC</i>) is committed to ensuring the privacy of members and complies with the Privacy Amendment (Private Sector) Act 2000 (The Act) and the Health Records Act 2001(Vic)</p> <p><i>NCLC</i> has processes and systems in place to comply with the National Privacy Principles and the Health Privacy Principles as well as complying with laws in relation to the appropriate funding bodies.</p>
Purpose of Policy:	<p>To establish and maintain a common understanding of privacy to protect personal, health or sensitive information collected and used by <i>NCLC</i>.</p>
Definitions:	<p>Personal Information means information that is recorded in any medium about an individual whose identity is apparent, or can reasonably be determined from the information provided.</p> <p>Health Information is defined as including information about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.</p> <p>Sensitive Information is defined as information relating to a persons racial or ethnic origin, political opinions, religion, trade union or other professional or trade association memberships, sexual preferences, or criminal record, which is also classified as personal information.</p>
Data Collection	<p><i>NCLC</i> will only collect information required for a specific purpose and ensure that the informant knows why the information is being collected and how the information will be utilised.</p> <p><i>NCLC</i> will use and disclose information for the specified purpose, and for other purposes with consent, unless authorised by law.</p>
Data Storage & Access	<p>Information will be stored securely and retained for the designated period, with protection from unauthorised access. All reasonable steps will be taken to permanently de-identify personal, health or sensitive information when no longer required.</p> <p>Provide authorised persons access to their personal, health or sensitive information, provided by them, that is held at <i>NCLC</i> and to make amendments when necessary as authorised by the designated Acts</p>
Further Information	<p>For more detailed information about The Act, you can contact the Privacy Commissioner's office or visit the Privacy Website at http://www.privacy.vic.gov.au</p>



4. Document History

Title:	Privacy Policy	Policy No:	P01-09
Written/Amended By:		Version:	1.0
Authorised By:	Board Of Management	Date:	
Changes to previous issue	Original.		

Title:	Privacy Policy	Policy No:	P01-09
Written/Amended By:	Policy Sub-committee	Version:	2.0
Authorised By:	Board Of Management	Date:	24 Jul 03
Changes to previous issue	Rewritten and reformatted.		