

PO-A2-008

Privacy Policy

PURPOSE

The purpose of this policy is to outline Volunteering for Adelaide Anthros (A2), commitment to protecting the personal information of its volunteers, attendees, and stakeholders. This policy aims to ensure the confidentiality, integrity, and security of personal information in accordance with relevant laws and regulations.

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1. SCOPE

This policy applies to all personal information collected, stored, and handled by Volunteering for Adelaide Anthros (A2), including but not limited to:

- Volunteers
- Attendees
- Directors
- Staff

2. OBJECTIVES

The objectives of this policy are to:

- Ensure the confidentiality, integrity, and security of personal information in accordance with the Australian Privacy Principles (APPs) outlined in the Privacy Act 1988 (Cth)
- Protect the rights and freedoms of individuals whose personal information is collected, stored, and handled by Adelaide Anthros (A2)
- Ensure compliance with relevant laws and regulations, including but not limited to:
 - Australian Privacy Principles (APPs) outlined in the Privacy Act 1988 (Cth)
 - Australian Data Breach Notification Scheme outlined in the Notifiable Data Breaches (NDB) scheme
 - Health Records Act 2001 (SA)
 - Protection of Personal Information Policy Act 2014 (SA)

3. DEFINITIONS

The following terms are defined for the purpose of this policy:

- **Personal Information:** Information or an opinion about an individual who can be identified from that information or opinion.
- **Sensitive Information:** Personal information that is sensitive in nature, including but not limited to:
 - Health information
 - Financial information
 - Biometric information
- **Australian Privacy Principle (APP):** A set of principles outlined in the Privacy Act 1988 (Cth) that govern the handling of personal information.
- **Data Breach:** A situation where personal information is accessed, used, disclosed, modified, lost, corrupted, or destroyed in an unauthorised manner.

4. RESPONSIBILITIES

The following individuals and groups have specific responsibilities under this policy:

- **Directors**
 - Ensure compliance with this policy
 - Develop and implement procedures to protect personal information
 - Provide training and resources to Volunteer Leads and volunteers
 - Monitor and report on data breaches
- **Staff**
 - Ensure volunteers understand and comply with this policy
 - Monitor and report on data breaches involving volunteers
- **Volunteers**
 - Understand and comply with this policy
 - Report any data breaches or concerns to Volunteer Leads or Directors
- **Attendees**
 - Provide accurate and complete personal information when required
 - Understand and comply with this policy
- **All Events**
 - Comply with this policy and relevant laws and regulations
 - Ensure the security and confidentiality of personal information
 - Monitor and report on data breaches

5. COLLECTION OF PERSONAL INFORMATION

Adelaide Anthros (A2) may collect personal information from volunteers, attendees, and stakeholders, including but not limited to:

- Names
- Contact details
- Demographic information
- Medical information (where applicable)

The collection of personal information is necessary for the provision of services, including but not limited to:

- Volunteering opportunities
- Event management
- Communication and notification

6. USE AND DISCLOSURE OF PERSONAL INFORMATION

Volunteering for Adelaide Anthros (A2) may use and disclose personal information for the following purposes:

- To provide volunteering opportunities
- To manage events
- To communicate with volunteers, attendees, and stakeholders
- To comply with relevant laws and regulations

Personal information may be disclosed to third parties, including but not limited to:

- Event partners
- Law enforcement (where applicable)
- Medical professionals (where applicable)

7. ACCESS TO PRIVILEGED INFORMATION

The following individuals will have access to privileged information:

- Directors
- Volunteer Leads
- Volunteers

Access to privileged information is restricted to those who require it for the performance of their duties. Those with access to privileged information must adhere to the Confidentiality Agreement (FR-A2-009 Confidentiality Agreement Form).

8. CONSENT

Volunteers, attendees, and stakeholders must provide consent for the collection, use, and disclosure of their personal information. Consent may be provided through the completion of a registration form, the provision of personal information, or verbal consent.

9. SECURITY AND STORAGE OF PERSONAL INFORMATION

Volunteering for Adelaide Anthros (A2) takes reasonable steps to ensure the security and storage of personal information. This includes:

- Storage in secure environments
- Use of encryption and password protection
- Regular back-ups of personal information

10. DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action, including but not limited to:

- Written warning
- Removal from events
- Termination of employment or volunteer status

Disciplinary action will be taken in accordance with the Volunteering for Adelaide Anthros (A2) Disciplinary Policy (PO-A2-012 Disciplinary Policy).

11. COMPLAINTS AND ENQUIRIES

Volunteers, attendees, and stakeholders may make a complaint or enquiry about the handling of their personal information by contacting the Adelaide Anthros (A2) Directors.

12. REVIEW

This policy will be reviewed annually by the Directors of Adelaide Anthros (A2), or sooner if required due to incidents, legislative updates, or organisational changes.

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