

## **THE AUSTRALIAN CHILDREN'S CHOIR PRIVACY POLICY**

### **INTRODUCTION**

The Committee of Management of THE AUSTRALIAN CHILDREN'S CHOIR 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 THE AUSTRALIAN CHILDREN'S CHOIR in dealing with privacy considerations.

### **POLICY**

THE AUSTRALIAN CHILDREN'S CHOIR collects and administers a range of personal information for the purposes of the growth and development of the organisation. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

THE AUSTRALIAN CHILDREN'S CHOIR 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.

THE AUSTRALIAN CHILDREN'S CHOIR is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

THE AUSTRALIAN CHILDREN'S CHOIR will

- 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.

### **RESPONSIBILITIES**

THE AUSTRALIAN CHILDREN'S CHOIR Committee of Management is responsible for developing, adopting and reviewing this policy.

THE AUSTRALIAN CHILDREN'S CHOIR Committee of Management is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

### **PROCESSES**

THE AUSTRALIAN CHILDREN'S CHOIR will:

Only collect information that is necessary for the performance and primary function of THE AUSTRALIAN CHILDREN'S CHOIR

- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

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Helen Finlay (Nov 27, 2020 15:50 GMT+11)

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### **Use and Disclosure**

THE AUSTRALIAN CHILDREN'S CHOIR will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, THE AUSTRALIAN CHILDREN'S CHOIR will obtain consent from the affected person.
- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, THE AUSTRALIAN CHILDREN'S CHOIR will obtain consent from the affected person.

### **Data Quality**

THE AUSTRALIAN CHILDREN'S CHOIR will:

- Take reasonable steps to ensure the information THE AUSTRALIAN CHILDREN'S CHOIR collects is accurate, complete, up to date, and relevant to the functions we perform.

### **Data Security and Retention**

THE AUSTRALIAN CHILDREN'S CHOIR will:

Data Security and Retention

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification

### **Openness**

THE AUSTRALIAN CHILDREN'S CHOIR will:

- Ensure stakeholders are aware of THE AUSTRALIAN CHILDREN'S CHOIR's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

THE AUSTRALIAN CHILDREN'S CHOIR 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.

### **Making information available to other organisations**

THE AUSTRALIAN CHILDREN'S CHOIR can:

Release information to third parties where it is requested by the person concerned and with the express permission of the person concerned.

AUTHORISATION

29 September 2020

President: Helen Finlay 11 November, 2020

Helen Finlay

11/11/2020

Privacy Policy updated and adopted 29 September 2020