

PRIVACY POLICY (ABV Policy #24)

March 2018

Introduction

ABV recognises that privacy concerns are a matter for both the individual and the organisation. In the course of business, ABV is responsible for ensuring that information used, collected and managed is kept in a secure manner to protect the rights of the person and the organisation. ABV is committed to upholding respective legislation in respect of privacy matters and undertakings.

Policy Scope

This policy applies to all information that is collected from volunteers and potential volunteers by ABV in the course of making an enquiry regarding volunteering, or registering and re-registering as an ABV volunteer. ABV has a separate Website Privacy policy which should be read in conjunction with this policy by individuals who provide information to ABV via its website.

Policy

ABV collects, uses and stores personal and sensitive information in relation to:

- Potential projects;
- Volunteers' personal information;
- Capability statements; and
- Tenders

ABV recognises and values the protection of personal information. ABV is governed by and observes the requirements of the *Privacy Act (Commonwealth) 1988*. ("The Act"). ABV has implemented the following policy to describe the means of collection, use, storage and access of any personal or sensitive information received by ABV.

Implementation

It is a requirement of the Act that ABV undertakes to inform those providing personal information how that information will be used. Types of personal information that ABV collects are:

- Curricula Vitae;
- Medical Information;
- Personal Details e.g. age, marital status, nationality; and
- Membership of professional associations.

ABV has accepted and adopted the National Privacy Principles reflected in the Act as amended, or varied, from time-to-time. Where it is necessary for ABV to collect sensitive information from an individual we shall only disclose this information after receiving consent to do so.

All information collected is deemed to be entirely confidential and is maintained only through necessity and only obtained with express consent to collect and store that information. All sensitive information stored by ABV will be dealt with strictly in accordance with the requirements of the Act.

Information Disclosure

To register volunteers, it will be necessary, where relevant, to pass on some of the information provided to appropriate third parties such as overseas government departments, overseas employers, health service providers, our insurer and auditors, and the Department of Foreign Affairs and Trade. ABV will endeavour to only pass information onto third parties where it knows that this information is subject to a statute or a scheme, which imposes similar restrictions to the National Privacy Principles, contained in the Act regarding the handling of personal information. ABV will not sell, distribute, rent, license, disclose or reveal, share or pass the information onto any third parties, other than those who are contracted to ABV to keep the information confidential.

ABV may also use personal information in its quarterly newsletter which is compiled and distributed within the organisation and to project offices. The newsletter will only contain personal information relating to activities performed by volunteers involved in the project work.

If ABV wishes to disclose any collected personal information for reasons other than those set out above, ABV is required not to do so unless it has prior written consent.

Collection Method

This personal information may be collected from various sources including:

- Responses to advertisements;
- Web site inquiries;
- E-mail;
- Ordinary mail;
- Facsimile; and
- Word of mouth.

When an individual provides information to ABV via its website, the ABV Website Privacy Policy applies and is available at: <http://www.abv.org.au/terms-conditions/>. ABV may supply individuals with a user name and password so that they can access ABV's on-line services. Viewers are solely responsible for maintaining the secrecy of any user name and password provided.

When individuals wish to register or use ABV's web site services, they may need to provide ABV with personal information. ABV uses this information to verify identity only. Giving this information to ABV is absolutely optional, however if viewers do not provide it ABV may not be able to contact them or give them access to those services. Whenever it is optional for viewers to provide information ABV will make this clear.

Security

ABV will take all reasonable steps to ensure that all collected information that it uses or discloses is accurate, up-to-date, complete and stored in a secure environment accessed only by our authorised

personnel. Any transmissions sent to or from the ABV web site are only monitored for quality control and systems administration.

No information transmitted over the Internet can be guaranteed to be 100% secure. ABV endeavours to protect your personal information however ABV cannot ensure or warrant the security of any information transmitted or received from us. These activities are conducted at your own risk. ABV will use its best efforts to ensure its security.

ABV will maintain firewall security to its computer system to ensure unauthorised external access is prohibited. A security and auditing log is maintained to support the security.

Where information is stored as hard copy, the information will be maintained by the Program Manager in a locked filing cabinet or in other locked filing cabinets accessed only by our authorised personnel. The volunteer database is accessible only by ABV employees.

Additionally, ABV adheres to the guidelines outlined in the Notifiable Data Breaches (NDB) scheme set out in the Privacy Amendment (Notifiable Data Breaches) Act 2017 under the Australian Privacy Act 1988 (Privacy Act).

For more information, please see the [Notifiable Data Breaches \(NDB\) scheme](#).

Review

This policy will be reviewed at least every three years as part of the ACIFID Code of Conduct Self-Assessment Procedure.

Related Documents

Website Privacy Policy