



Australian Business Volunteers

PRIVACY POLICY – FOR EXTERNAL USE/PRIVACY ACT COMPLIANCE

PRIVACY POLICY

Your privacy is important

This statement outlines the Australian Business Volunteers' policy on how the Australian Business Volunteers uses and manages personal information provided to or collected by it.

The Australian Business Volunteers is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Australian Business Volunteers may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Australian Business Volunteers' operations and practices and to make sure it remains appropriate to the changing legal environment.

What kind of personal information does Australian Business Volunteers collect and how does the Australian Business Volunteers collect it?

The type of information the Australian Business Volunteers collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Your name and address
- Your work history
- Your age and place of birth.

Personal Information you provide:

Australian Business Volunteers will generally collect personal information held about an individual by way of forms, meetings and phone calls. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

Personal Information provided by other people:

In some circumstances the Australian Business Volunteers may be provided with personal information about an individual from a third party, for example a referee or previous employer.

In relation to employee records:

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the Australian Business Volunteers' treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Australian Business Volunteer and employee.

How will the Australian Business Volunteers use the personal information you provide?

Australian Business Volunteers will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, Australian Business Volunteers' primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the Australian Business Volunteers uses personal information of job applicants, staff members and contractors include:

- for insurance purposes;
- for workplace health and safety purposes;
- to satisfy the Australian Business Volunteers' legal obligations;
- to negotiate programs of work with partners.

Where the Australian Business Volunteers receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

Volunteers:

Australian Business Volunteers' also obtains personal information about volunteers who assist Australian Business Volunteers in its work.

Marketing and fundraising:

Australian Business Volunteers' treats marketing and seeking business opportunities for the future growth and development of Australian Business Volunteers as important. Personal information held by Australian Business Volunteers may be disclosed to an organisation that works in partnership with Australian Business Volunteers.

Who might the Australian Business Volunteers disclose personal information to?

Australian Business Volunteers may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to the Australian Business Volunteers
- businesses Australian Business Volunteers is undertaking work for; and
- anyone you authorise the Australian Business Volunteers to disclose information to.

Sending information overseas:

Australian Business Volunteers will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or

- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

[We do/do not use overseas providers of IT services including servers and cloud services.]

How does the Australian Business Volunteers treat sensitive information?

In referring to 'sensitive information', Australian Business Volunteers means:

“information relating to a person’s racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Australian Business Volunteers’ staff are required to respect the confidentiality of personal information and the privacy of individuals.

Australian Business Volunteers has in place steps to protect the personal information Australian Business Volunteers holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

Australian Business Volunteers endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the Australian Business Volunteers by contacting the Privacy Officer of Australian Business Volunteers at any time.

The Australian Privacy Principles and the Health Privacy Principles require the Australian Business Volunteers not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information the Australian Business Volunteers holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which the Australian Business Volunteers holds about them and to advise the Australian Business Volunteers of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information the Australian Business Volunteers holds about you, please contact the Privacy Officer in writing.

The Australian Business Volunteers may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, Australian Business Volunteers may charge a fee to retrieve and copy any material. If the information sought is extensive, Australian Business Volunteers will advise the likely cost in advance.

How long will the Australian Business Volunteers keep my information?

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

Enquiries and privacy complaints

If you would like further information about the way the Australian Business Volunteers manages the personal information it holds, please contact the Privacy Officer. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns, we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting, then you can refer your complaint to the Office of the Australian Information Commissioner via:

- email: enquiries@oaic.gov.au
- tel: 1300 363 992
- fax: +61 2 9284 9666