

P03 PRIVACY POLICY



Leongatha Community House

respects and protects the privacy of every individual engaged with the house.

Definitions

Personally identifiable information (PII) is any information by which an individual may be identified (ie. name, phone number, address, email, etc)

Related Documents

P02 Risk Management Policy

P031 Data Management Plan

P11 Communications Policy

P12 Governance Policy

P14 Staff Management Policy

This policy was adopted by the Committee of Governance at the meeting on 15 April 2024. It should be reviewed by April 2026.

LEGISLATION

Leongatha Community House is not subject to privacy legislation, but chooses to comply with the 13 principles of the Australian Privacy Act 1988 as far as practicable.

In most cases, our compliance with the 13 principles will mean that we are compliant with the requirements of service agreements and contracts. A checklist is included in **P031 Data Management Plan** to help assess compliance.

Following the principles to the right, and adhering to **P031 Data Management Plan** will ensure that Leongatha Community House remains compliant with the Australian Privacy Act 1988.

DATA STORAGE

We store personally identifiable information (PII) in two places only:

The Cloud

PII stored on the cloud is protected by password security, and access is provided to staff members on an as-needed basis.

Filing Cabinet

PII stored in the filing cabinet in the office is protect by a key provided only to those who need it.

COLLECTING DATA

General principles to follow when collecting personally identifiable information:

- Do not store any PII in any location other than the cloud or filing cabinet
- Use electronic collection of PII wherever possible
- When collecting PII on paper, use separate sheets for each individual
- Do not collect any information that is not necessary for conducting our program
 - In particular: avoid collecting home addresses and landline phone numbers unless absolutely essential

SHARING DATA

De-identified data may be shared occasionally, but there are only rare occasions when we need to share PII. When it is necessary and permissible to share PII:

- Do not share PII via email
- Do not transfer PII via thumb or portable hard drives.