



# CHANNEL MEN'S SHED INC.

(ABN 20 660 481 199)

## MANAGEMENT MANUAL

## PRIVACY POLICY

| Version | Approved date | Amendment         | Author  |
|---------|---------------|-------------------|---------|
| v0B     | 18/7/2013     | Adapted from AMSA | CMS     |
| v01     | 11/8/23       | Formatting        | P Maher |

Distribution: Public

## POLICY STATEMENT

The Channel Men's Shed Inc. is committed to following the National Privacy Principles and acknowledges and respects the privacy of individuals. The right to privacy of members will be held paramount unless there are serious moral or legal requirements to the contrary (e.g. in a medical emergency).

At all times 'The Shed' aims to balance the rights of individuals to have control over their personal information and our moral, legal and professional obligations.

*Personal Information:* information or an opinion about an individual and may include:-

- Personal and sensitive information such as racial or ethnic origin, religion, criminal record
- health information such as information a disability

*Member:* For the purpose of this document the term member refers to those engaged as a volunteer/member with 'The Shed'.

## POLICY GUIDELINES

### *Confidentiality*

Compliance with the 'The Shed' Privacy Policy is a requirement of our Code of Conduct for all members.

### *Collection of Personal Information*

'The Shed' collects personal information primarily to provide care and support to members. This information will be collected according to certain guidelines.

'The Shed' will:

- only collect information that is relevant and necessary to assist with the provision of services.
- not collect personal or sensitive information unless the member has consented.
- collect information about a member when consent has NOT been approved by the member only when the collection of this information is required by law or to prevent or lessen a serious and imminent threat to the life or health of an individual. E.g medical emergency
- ensure that information collected from a member is collected only by lawful means and is not collected in an unreasonably intrusive way.
- will ensure that the member is made aware of any relevant information provided by a related third party.
- ensure that information collected is protected from loss, misuse and unauthorised access or disclosure.
- ensure that all members are informed of the purpose for which information is being collected, if the information is authorised or required by or under law, and of any person or agency to which 'The Shed' may disclose the information collected.

### *Use and Disclosure of Information*

'The Shed' will not use or disclose personal information unless:

- The member concerned has consented
- 'The Shed' believes that disclosure is necessary to prevent or lessen a serious threat to an individual's life, health or safety or a serious threat to public health or public safety
- Use of disclosure of the information is required under law e.g. Subpoena;
- 'The Shed' has reason to suspect that unlawful activity has been or is being engaged in and the disclosure of information is necessary in the investigation and/or reporting of the concern to relevant authorities.

'The Shed' members must gain approval from the relevant authority prior to disclosing any information. In this event, details of the information disclosed, to whom and for what purpose will be recorded in the client's file.

### *Data Quality*

'The Shed' will take all reasonable steps to ensure that personal information collected is accurate, complete and up-to-date.

### *Data Security*

'The Shed' will ensure that information is stored in lockable cabinets or on secure electronic information systems accessible only by those members who have authority to view the material. The security of and confidentiality obligations to member records is the responsibility of the person in charge of membership.

**Note:** Members must ensure that files are not left unattended on desks in open offices. They are to be kept secure at all times either in locked cupboards, filing cabinets or in locked rooms.

### *Openness*

Every member will be made aware of 'The Shed' commitment to privacy policies and procedures.

### *Access and Correction*

- All requests for access will be treated seriously
- All requests for access will be dealt with promptly
- All requests will be dealt with in a confidential manner
- Members have the right to view their file.

### *Complaints & Feedback*

If a person believes that 'The Shed' does not adequately protect the privacy of their personal information the person may submit a complaint to 'The Shed' at any time.

All complaints and feedback will be handled in accordance with the 'The Shed' Complaints Policy.