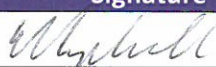


Privacy Policy

Policy No.11

Ver	Version Created	Approved By			Next Review Date
		Name & Position	Signature	Date	
1	14/11/14	Elizabeth Hemphill (Chairperson)		14/11/14	14/11/16

Purpose

The Board of Finding Workable Solutions 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. The purpose of this document is to provide a framework for FWS in dealing with privacy considerations and also guided by the *Australian Standards on Compliance Programs (AS 3806 – 2006)*. The Board has determined the following Privacy policy and related procedures.

Policy

FWS collects and administers a range of personal information for the purposes of conducting business activities. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

FWS 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.

FWS 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.

Finding Workable Solutions 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 individuals with access to their personal information, and the right to seek its correction.

Principles

Australian Privacy Principles (APP)

FWS will endeavour to enhance privacy protection through the implementation of a Privacy Procedure that will cover the following APP's:

1. Open and transparent management of personal information
2. Anonymity and pseudonymity
3. Collection of solicited personal information
4. Dealing with unsolicited personal information
5. Notification of the collection of personal information
6. Use or disclosure of personal information
7. Direct marketing
8. Cross-border disclosure of personal information
9. Adoption, use or disclosure of government related identifiers
10. Quality of personal information
11. Security of personal information
12. Access to personal information
13. Correction of personal information

Definitions

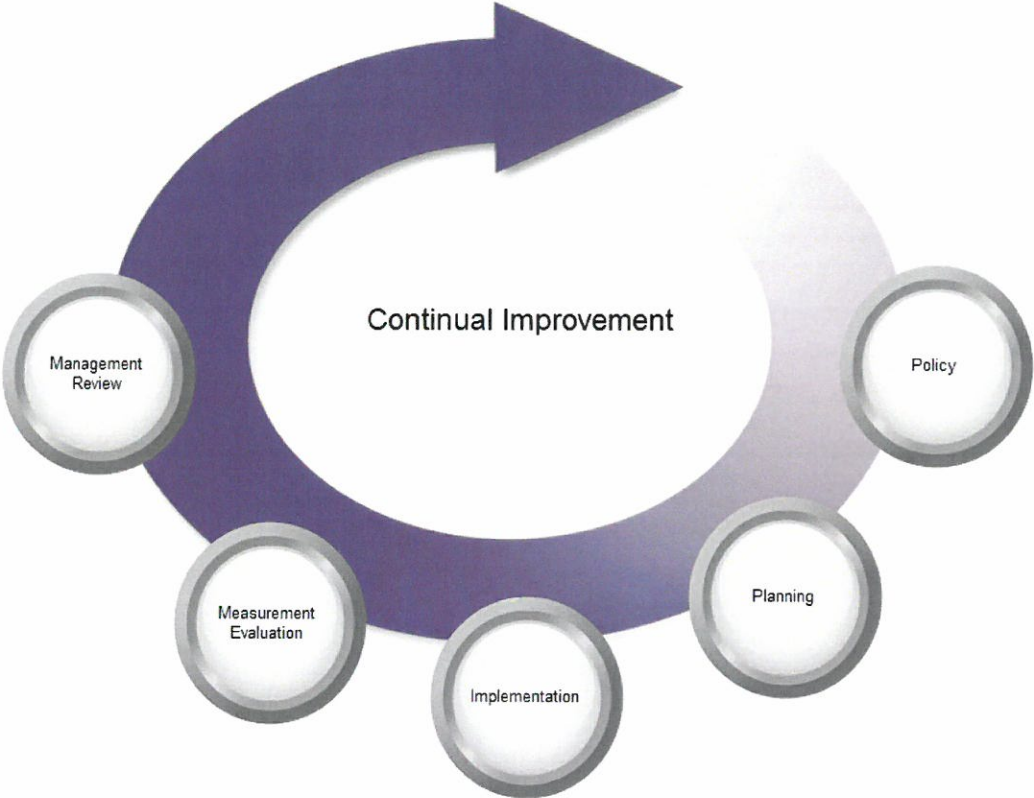
Privacy: generally relates to the protection of an individual's personal information handled by organisations that are subject to the Privacy Act 1988.

Personal Information: is information or an opinion that identifies an individual, or allows their identity to be readily worked out from the information. It includes information such as a person's name, address, financial information, marital status or billing details. Some personal information is sensitive information.

Sensitive Information: includes information or an opinion about a person's ethnicity, religion or health. Special rules apply to the handling of sensitive information.

APP's (Australian Privacy Principles): are a set of 13 principles or rules that cover the collection, use, disclosure and storage of personal information. They allow individuals to access their personal information and have it corrected if it is incorrect.

Quality Model for the Management of Privacy



Related Procedures

PRI Privacy

References

The Privacy Act 1988	
The Australian Privacy Principles	
<i>Enhancing Privacy Protection Act 2012</i>	