

# Privacy Policy (B-9)

Policy Area	Board
Policy Number	B-9
Version	001
Approval Date	3 August 2018
Review Date:	February 2019
Scope:	All workers, Board

## **Policy**

Information will not be collected unless necessary for the functioning or activities of Inclusive Sport SA (ISSA). ISSA will take all reasonable steps to protect the privacy of personal information.

ISSA will not disclose personal information without consent.

In the event that sensitive information is collected by ISSA, it will not be used for any purpose without the express permission of the individual or their advocate.

ISSA will make available for inspection all personal information that it holds in relation to an individual, provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then ISSA will make such alteration in compliance with the corrected advice provided by the individual.

ISSA may require the collection of personal information to enable the provision of accommodation and support services to individuals.

ISSA may collect and hold personal information, such as names of employees and proprietors of organisations, addresses, telephone numbers, facsimile numbers, e-mail addresses, titles and professional affiliations.

## **Definitions**

The Privacy Act defines personal information as:

..... information or an opinion (including information or an opinion forming part of a data base ) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Personal information may include, but is not restricted to, participant file notes, reports, medical information, financial information, family details.

Sensitive information includes information or an opinion about:

- Racial or ethnic origin
- Health or medical information
- Political opinion
- Membership of a political association, professional or trade organisation or trade union.
- Religious belief or affiliation
- Philosophical beliefs
- Sexual preferences or practices
- Criminal record

- Genetic information

## ***Responsibilities***

All employees and the Board have a responsibility to:

- Collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- Ensure that informed consent has been obtained for the collection and sharing of information.
- Ensure that personal information is used only for relevant purposes as initially defined.
- Ensure that information is accurate, complete and up to date.
- Ensure that information is protected from misuse, loss, unauthorised access, modification or disclosure.
- Ensure that personal information is securely stored.
- Ensure that personal information not required for the activities of the organisation is destroyed or de-identified.

## ***Purpose***

The Privacy Act includes 13 Australian Privacy Principles. The act does not regulate the way personal information is handled and principles are applied according to each agencies specific situation. Principles cover:

- Consideration of personal information privacy
- Collection of personal information
- Dealing with personal information
- Integrity of personal information
- Access to and correction of personal information
- Obligations on agencies to handle sensitive information with particular care.

## ***Information Sharing Guidelines***

ISSA follows the SA Government Information Sharing Guidelines (ISG) for Promoting Safety and Wellbeing.

To do this ISSA will work closely with other agencies to coordinate the most appropriate and safest support for an individual.

Under the ISG, informed consent for the sharing of information will be requested and respected in all situations unless:

- It is unsafe or impossible to gain consent or
- Consent has been refused; and without information being shared, it is anticipated a child, young person or adult will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety.

In the event of a threat to safety or well-being safety will override privacy.

## ***Sources of Information***

Where possible, ISSA will collect the information directly from individuals. ISSA acknowledges that there is no obligation for an individual to provide personal information. However, if an individual

chooses not to provide ISSA with personal details provision of a full range of services may be compromised.

### ***Complaints or Disputes***

If an individual has any concerns regarding the privacy and/or accuracy of personal information, then the individual may make a complaint to the Chief Executive who will then endeavour to resolve the complaint.

### ***Related Documents and Further Information***

- SG-1 Information Sharing Guidelines
- S-3 Complaints Policy

_____	Board Chair	_____
Signed	Positon	Date