



**QWaLC**  
QUEENSLAND WATER & LAND CARERS

## **PRIVACY POLICY**

### **Introduction**

The Committee of Queensland Water and Land Carers is committed to protecting the privacy of personal information, which the organisation collects, holds and administers. Personal information is information that directly or indirectly identifies a person.

### **Purpose**

The purpose of this document is to provide a framework for Queensland Water and Land Carers in dealing with privacy considerations.

### **Authorisation**

Executive Officer  
Queensland Water and Land Carers  
Date: 28<sup>th</sup> November 2012  
Review Date: 11<sup>th</sup> July 2015

## **Policy**

Queensland Water and Land Carers collects and administers a range of personal information for the purposes of recording contact details of Volunteers and Members. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Queensland Water and Land Carers recognises the essential right of registered individuals and groups 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.

Queensland Water and Land Carers is bound by the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles as minimum standards in relation to handling personal information.

In broad terms this means that we:

- 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 stakeholders with access to their own information, and the right to seek its correction.

Queensland Water and Land Carers will adhere to the Procedures outlined below.

## **Procedures**

### **Collection**

Queensland Water and Land Carers will:

- Only collect information that is necessary for the performance and primary function of Queensland Water and Land Carers
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

## **Use and Disclosure**

Queensland Water and Land Carers will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.

## **Data Quality**

Queensland Water and Land Carers will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

## **Data Security and Retention**

Queensland Water and Land Carers will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

## **Openness**

Queensland Water and Land Carers will:

- Ensure stakeholders are aware of Queensland Water and Land Carers Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on Queensland Water and Land Carers website.

## **Access and Correction**

Queensland Water and Land Carers will:

- Ensure registered individuals and groups have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

## **Anonymity**

Queensland Water and Land Carers will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

## **Making information available to other non related entities**

Queensland Water and Land Carers

- Can only release personal information about a person/group with that person's / group's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

## **Responsibility**

Queensland Water and Land Carers Board is responsible for adopting this policy.

Queensland Water and Land Carers Board and all staff members, contractors and volunteers are responsible for the implementation of this policy.

Queensland Water and Land Carers Executive Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.