

The Privacy Act and Landcare Records

managing privacy of your clients & members

Landcare groups collect personal details for all sorts of reasons. For example, groups collect personal information about members, funding recipients and personal information about Landcare volunteers.

The *Privacy Act 1988* outlines legal obligations of organisations such as Landcare, and states how personal information is to be collected, held and administered.

In particular, it outlines the 10 National Privacy Principles. These are:

- **Collection**—personal information must be collected in a way that is lawful, fair and transparent. It must also be necessary for the Landcare group's functions and activities.
- **Use and Disclosure**—information is collected and used for the primary purposes for collection, unless specific circumstances apply.
- **Data and security**—information that is collected must be stored securely, with no unauthorised access, misuse or loss. Reasonable steps must be taken to destroy or de-identify any records which are no longer required.
- **Openness**—there should be a policy, such as a Privacy Policy, that clearly outlines policies on the management of personal information. The policy should be available to anyone who requests it. Upon request, reasonable steps must be taken

to furnish the information and explain how and why this information is collected / stored.

- **Access and Correction**—where information is held about an individual, that individual will be provided with access to that information, if requested.
- **Identifiers**—Landcare groups are not to adopt identifiers for individuals that are used by other organisations, e.g. Centrelink number.
- **Anonymity**—where it is lawful and practicable, individuals have the option of not being identified.
- **Trans-border data flows**—personal information about an individual or organisation may only be transferred to someone in another country under very explicit provisions in the Act, i.e. the individuals consent to the transfer.
- Sensitive information must not be collected for any reason, unless collection is required by law, or it is specified in the Act.

Further information is available from the Office of the Australian Information Commissioner website, www.oaic.gov.au

*See Privacy Policy Template 009
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