



# PRIVACY POLICY

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## Introduction

The Board of the Victorian Women's Trust 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.

## Purpose

The purpose of this document is to provide a framework for the Victorian Women's Trust in dealing with privacy considerations.

## Authorisation

*Executive Director*  
Victorian Women's Trust

## Policy

The Victorian Women's Trust collects and administers a range of personal information for the purposes of organization membership, grant making, events and special initiatives of the Trust. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The Victorian Women's Trust 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.

The Victorian Women’s Trust is bound by Victorian Privacy Laws, 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 contained in the Victorian Privacy Laws 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.

The Victorian Women’s Trust will adhere to the Procedures outlined below.

## **Procedures**

### **Collection**

The Victorian Women’s Trust will:

- Only collect information that is necessary for the performance and primary function of the Victorian Women’s Trust.
- 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**

The Victorian Women’s Trust 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**

The Victorian Women’s Trust 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**

The Victorian Women's Trust will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with *Administration & Records Management Policy*.

### **Openness**

The Victorian Women's Trust will:

- Ensure stakeholders are aware of the Victorian Women's Trust's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

The Victorian Women's Trust will:

- Ensure individuals 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**

The Victorian Women's Trust will:

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

### **Making information available to other service providers**

The Victorian Women's Trust:

- Can only release personal information about a person with that person'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**

The organisation's Board of Management is responsible for adopting this policy.

The organisation's Board of Management, Executive Director and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Executive Director is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.