

LOCK THE GATE ALLIANCE PRIVACY POLICY

Introduction

The Board of Lock the Gate Alliance 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 Lock the Gate Alliance in dealing with privacy considerations.

Policy

Lock the Gate Alliance collects and administers a range of personal information for the purposes of communication with supporters and members. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Lock the Gate Alliance 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.

Lock the Gate Alliance is committed to protecting the privacy and confidentiality of your personal information in accordance with The National Privacy Principles as required by The Privacy Act 1988. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Lock the Gate will:

- Collect only information which is needed for our 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.

PRIVACY PROCEDURES

RESPONSIBILITIES

The Board of Lock the Gate Alliance is responsible for developing, adopting and reviewing this policy.

The Board of Lock the Gate Alliance is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for reviewing or revising this policy as and when the need arises.

PROCESSES

Collection

Lock the Gate Alliance will:

- Only collect information that is necessary for the performance and primary function of Lock the Gate Alliance.
- 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

Lock the Gate Alliance will:

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

Data Quality

Lock the Gate Alliance will:

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

Data Security and Retention

Lock the Gate Alliance will:

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

Openness

Lock the Gate Alliance will:

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

Access and Correction

Lock the Gate Alliance 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

Lock the Gate Alliance will:

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

Making information available to other organisations

Lock the Gate Alliance can:

- Only release personal information about a person with that person's express 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.