



GOVERNANCE POLICY G019

PRIVACY POLICY

Policy

Parkerville CYC recognises the right to privacy of the people we serve, Board members, and all staff and volunteers, and is committed to protecting and upholding this right in the way that we collect, store, and use information, including how the organisation manages what is recorded about individuals, and who can access this information.

Record of policy development

Version	Date approved	Date for review
3	18/12/2023	30/10/2024

Responsibilities and delegations

This policy applies to	All Parkerville CYC Board members, and all Staff and volunteers
Specific responsibilities	As outlined in G019-001
Policy approval	Board of Parkerville CYC

Policy context – this policy relates to:

Standards	<ol style="list-style-type: none"> 1. Australian Privacy Principles 2. Notifiable Data Breaches Scheme
Legislation	<ol style="list-style-type: none"> 1. Privacy Act 1988 (Cth)
Contractual obligations	All funding and service contracts, alongside their associated service standards, will have an expectation that Parkerville CYC demonstrates adherence to privacy standards and legislation.
Organisation policies	<ol style="list-style-type: none"> 1. G003 Code of Conduct Policy 2. G018 Communications Policy 3. G014 Protecting Vulnerable People Policy 4. G015 Safeguarding Children and Young People Policy
Organisational forms, record keeping, other documents	<ol style="list-style-type: none"> 1. WOO 007 Risk Matrix Whole of Organisation

Policy Type:	Governance		Reviewed By: Sarah Priest, Senior, Research, Policy, and Project Officer	Policy Title: Privacy			Policy Number:	G019
Authoriser:	Board	Chair Signature		Issue Date	18/12/2023	Next Review	30/10/2024	Version 3



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