



PRIVACY POLICY

Policy number	HR0004	Version	1.0
Drafted by	Kieran Mawdsley	Approved by Board on	2/2/16
Responsible person	Board President	Scheduled review date	2/2/18

INTRODUCTION

The Board of Queensland Community Care Network is committed to protecting the privacy of personal information that 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 Community Care Network in dealing with privacy considerations.

POLICY

Queensland Community Care Network collects and administers a range of personal information for the purposes of recruiting and placing volunteers, and managing programs to reduce social isolation in the aged community. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Queensland Community Care Network recognises the essential right of individuals to have their information administered in ways that 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 Community Care Network is bound by laws that impose specific obligations for handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Queensland Community Care Network will

- 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.

AUTHORISATION

Chairman of the Board

02/02/16

Queensland Community Care Network Inc