

PRIVACY POLICY

Policy number	OPS02
Date of last review	8 th December 2021
Scheduled for next review	December 2022
Responsible person	Board and EO

1. VISION

MYAN NSW 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.

The MYAN NSW Board 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.

The purpose of this document is to provide a framework for MYAN NSW to deal with privacy considerations.

2. APPLICABLE LEGISLATION AND STANDARDS

These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with

MYAN NSW is bound by the laws which impose specific obligations when it comes to handling information, specifically the Privacy Act 1988 (Cth). To ensure compliance, MYAN NSW has adopted the following principles contained therein as minimum standards in relation to handling personal information.

MYAN NSW 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.

3. RESPONSIBILITY

The Board of MYAN NSW is responsible for developing, adopting and reviewing this policy.

MYAN NSW's EO is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

4. IMPLEMENTATION

4.1. Collection

MYAN NSW will:

- only collect information that is necessary for the performance and primary function of MYAN NSW;
- notify stakeholders about why we collect the information and how it is administered;
- notify stakeholders that this information is accessible to them;
- collect personal information from the person themselves wherever possible;
- in circumstances where personal information is collected from a third party, advise the person whom the information concerns about who provided the information and the purpose of its collection;
- collect sensitive information only with the person's consent. Sensitive information includes health information and information about religious beliefs, race, gender and other issues that might be deemed to be of a sensitive nature;
- if unsolicited information is received, determine whether the personal information is in the public domain. If it is not, the information will be destroyed and the person concerned will be notified about the receipt and destruction of their personal information.

4.2. Use and Disclosure

MYAN NSW will:

- only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose;
- for other uses, MYAN NSW will obtain consent from the affected person;
- in relation to a secondary purpose, use or disclose the personal information will only occur where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety;
- provide all individuals access to personal information except where it is a threat to life or health or it is authorised by law to refuse;
- take steps to correct any information about a person that that person has established is inaccurate. If MYAN does not agree with that the information is inaccurate, MYAN NSW may allow the person to attach a statement to their information;

- in cases where for a legal or other reasons there is no requirement to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties;
- make no charge for producing personal information on request, correcting the information or associating a statement regarding accuracy with the personal information.

4.3. Storage

MYAN NSW will:

- implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorised access, interference, unauthorized modification or disclosure;
- ensure that MYAN NSW's data is up to date, accurate and complete.

4.4. Destruction and de-identification

MYAN NSW will:

- destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones;
- change information to a pseudonym or treat it anonymously if required by the person whose information MYAN NSW holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

4.5. Data Quality

MYAN NSW will take reasonable steps to ensure the information it collects is accurate, complete, up to date and relevant to the functions it performs.

4.6. Openness

MYAN NSW will:

- ensure stakeholders are aware of MYAN NSW's Privacy Policy and its purposes;
- make this information freely available in relevant publications and on the organisation's website.

4.7. Making information available to other organisations

MYAN NSW can release information to third parties where it is requested by the person concerned.

4.8. Complaints

If a person has any concerns or complaints about the use of private information, these should be directed in the first instance to the EO and if not resolved, then to:

- the MYAN NSW Board; and/or
- the Office of the Australian Information Commissioner via:
 - email: enquiries@oaic.gov.au
 - telephone: 1300 363 992
 - fax: +61 2 9284 9666.