

# PRIVACY POLICY

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Drafted by		Approved by C of M on	Oct 2009
Responsible person	Chairman	Review date	Mar 2022

## Introduction

The Committee of Management of EMBSI 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 EMBSI in dealing with privacy considerations.

## Authorisation

Echuca/Moama Broadcast Service Inc.

## Policy

The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

EMBSI 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.

EMBSI is bound by the relevant VIC state Privacy Act/s, 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 VIC 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 members 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 members with access to their own information, and the right to seek its correction.

EMBSI will adhere to the Procedures outlined below.

## Procedures

### Collection

EMBSI will:

- Only collect information that is necessary for the performance and primary function of EMBSI.
- Notify members about why we collect the information and how it is administered.
- Notify members that this information is accessible to them.

### **Use and Disclosure**

EMBSI 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**

EMBSI 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**

EMBSI 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**

EMBSI will:

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

### **Access and Correction**

EMBSI 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.

*(Continued)*

### **Anonymity**

EMBSI will:

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

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

EMBSI:

- 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**

EMBSI's Committee of Management is responsible for adopting this policy.

EMBSI's Committee of Management, Operations Manager and all staff members, contractors and volunteers are responsible for the implementation of this policy.

EMBSI's Operations Manager is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.