



# PRIVACY AND CONFIDENTIALITY POLICY

## INTRODUCTION

This policy ensures Karratha Community House Inc. (KCH) protects and handles personal information in accordance with the relevant privacy legislation.

KCH acknowledges an individual's right to privacy while recognising that personal information is required to be collected, maintained and administered to conduct organisational activities to support the provision of services.

## APPLICABILITY

**When:** Applies to all personal information and sensitive personal information including the personal information of employees, members and participants.

**Who:** Applies to all representatives including key management personnel, directors, full time workers, part time workers, casual workers, contractors and volunteers.

## REGULATIONS RELEVANT TO THIS POLICY

- Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)
- Privacy Act 1988 (Cth)

## PRIVACY AND CONFIDENTIALITY GUIDELINES

To support the privacy and confidentiality of individuals:

- KCH is committed to complying with the privacy requirements of the Privacy Act, the Australian Privacy Principles and for Privacy Amendment (Notifiable Data Breaches).
- KCH will provide all individuals with access to information about the privacy of their personal information.
- Each individual has the right to opt out of consenting to and providing their personal details if they wish.
- Individuals have the right to request access to their personal records by requesting this with their contact person.
- Personal information will only be used by us and will not be shared outside the organisation without your permission unless required by law (e.g. reporting assault, abuse, neglect, or where a court order is issued).
- Images or video footage of individuals or participants will not be used without their consent.



## SECURITY OF INFORMATION

KCH will keep information secure by:

- Taking reasonable steps to protect the personal information we hold against misuse, interference, loss, unauthorised access, modification and disclosure.
- Ensuring personal information is accessible to the individual and is able for use only by relevant personnel.
- Ensuring security for personal information includes password protection for IT systems, locked filing cabinets and physical access restrictions with only authorised personnel permitted access.
- Ensuring personal information no longer required is securely destroyed or de-identified.

## DATA BREACHES

As part of information security responsibilities:

- KCH will take reasonable steps to reduce the likelihood of a data breach occurring including storing personal information securely and accessible only by relevant employees.
- If KCH knows or suspects your personal information has been accessed by unauthorised parties, and we think this could cause you harm, we will take reasonable steps to reduce the chance of harm and advise you of the breach, and if necessary the Office of the Australian Information Commissioner.

## BREACH OF PRIVACY AND CONFIDENTIALITY

A breach of privacy and confidentiality is an incident.

- KCH will follow their internal management process to resolve.
- If required, an investigation will be conducted.
- An intentional breach will result in disciplinary action up to and including termination of employment.

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