

# Kidsafe WA Privacy Policy 2005

## 1. Introduction

- 1.1 Kidsafe Western Australia recognises the importance that the community places on the confidentiality of individuals' personal and/or sensitive details and on how organisations manage the information they collect and hold regarding individuals.
- 1.2 The Privacy Amendment (Private Sector) Act 2000 (effective 21<sup>st</sup> December 2001) sets out guidelines on how private sector organisations (such as Kidsafe WA) should treat personal and/or sensitive information they collect and hold on individuals
- 1.3 Kidsafe WA is committed to respecting the rights of individuals, including their expectations of privacy, and fully supports the principles contained within the legislative privacy guidelines.

## 2. Definitions

**"Personal Information"** includes details about an individual such as their:

- Name
- Address
- Phone number
- Age, and
- E-mail address

**"Sensitive Information"** about an individual includes details of:

- Racial or ethnic origin
- Political opinion or association
- Trade union or professional association membership
- Religious or philosophical beliefs
- Sexual preferences
- Criminal record
- Health information
- Financial status

"Cookies" is information that a Web site puts on your computer's hard disk so that it can remember something about you at a later time. (More technically, it is information for future use that is stored by the server on the client side of a client/server communication.) Typically, a cookie records your preferences when using a particular site.

## 3. Principles

### 3.1 Collection of Information

- 3.1.1 Personal and/or sensitive information is only collected as and where necessary to enable Kidsafe WA to adequately perform its activities and deliver its services to the community.
- 3.1.2 Personal information about an individual would normally only be collected from that individual, and with their consent.
- 3.1.3 Individuals from whom personal information is collected are made aware of:
- The primary purpose for which the information is collected
  - Any possible secondary purposes for which the information may be used
  - How individuals may access information Kidsafe WA holds about them
- 3.1.4 There are no "cookies" placed on individual's computers as a result of those individuals visiting Kidsafe WA's web site

### 3.2 Use and Disclosure of Information

- 3.2.1 Information is used primarily for the purpose for which it was collected. In some instances, information provided by individuals may be used to keep them better informed about Kidsafe WA's activities and services, such as by way of newsletter mail-outs and the like. Individuals have the option at the time of providing their personal details, or at any later time by advising Kidsafe WA in writing, to opt out of receiving newsletter mail-outs and the like.
- 3.2.2 Personal information about an individual is not used or disclosed for a secondary purpose unless:
- The purpose is closely related to the primary purpose **AND** the individual would reasonably expect the information to be used in this way, **OR**

- The information is health information and its use is necessary for records or statistical analysis relevant to public health, **OR**
- The individual has consented, **OR**
- Kidsafe WA has a legal obligation to disclose personal information which overrides the provisions of the primary legislation

3.2.3 Kidsafe WA will **NEVER** sell, exchange or release personal information about an individual for commercial gain.

### 3.3 Quality of Information

3.3.1 All reasonable steps are taken to ensure that personal information collected and used is accurate, complete and up to date.

### 3.4 Security of Information

3.4.1 All reasonable steps are taken to protect personal information from misuse, loss, unauthorised use, modification or disclosure.

3.4.2 Information is destroyed or permanently de-identified when it is no longer needed for any purposes for which it was collected.

3.4.3 Kidsafe WA uses a technology called **Secure Socket Layer (SSL)** for all on-line payments. This safeguards personal details including credit card information, and establishes a secure setting between the web server and the individual's computer, eliminating the possibility of any interceptions.

3.4.4 Kidsafe WA contains links to other sites. Kidsafe WA is not responsible for the privacy practices or content of such Web sites.

### 3.5 Openness of Information

3.5.1 This policy document is available on Kidsafe WA's website and on request

3.5.2 Reasonable steps are taken to let any person, on request, know generally what sort of personal information is held, for what purpose, how it is collected, stored and used.

### 3.6 Accessibility of Information

3.6.1 Information held about an individual is accessible on request. Generally this information is available free of charge. The privacy legislation

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does however allow an organisation to charge a fee where the request is deemed to be frivolous or vexatious.

### 3.7 Identifiers

3.7.1 Identifiers used will be unique to this organisation.

### 3.8 Anonymity

3.8.1 Individuals have the option, where possible, of not identifying themselves when dealing with Kidsafe WA.

### 3.9 Trans-border Data Flows

3.9.1 Kidsafe WA does not envisage circumstances where there might arise a need to transfer private and/or sensitive information about an individual to a location outside Australia.

3.9.2 There are restrictions on international transfer of personal information. This means that organisations cannot disclose personal information to a foreign country that is not subject to comparable information privacy schemes unless the individual consents.

### 3.10 Sensitive Information

- Sensitive information about an individual is not collected without the individual's consent, **OR**
- The information is collected in the course of Kidsafe WA's activities where the individual is in regular contact in relation to those activities and the individual understands that the information will not be disclosed without consent, **OR**
- The information is necessary for research relevant to public health, compilation or analysis of public health statistics, the management or monitoring of a health service and that purpose cannot be served by collection of non-identified information and it is impracticable to seek the individual's consent.

## 4. Confidentiality

- 4.1 Personal and/or sensitive information is collected and recorded on confidential databases in support of authorised Kidsafe WA activities and service provision.
- 4.2 Staff and volunteers, who may have access to the information in the course of their duties, respect its confidentiality and do not disclose it to third parties.
- 4.3 Any breaches of confidentiality attract severe penalties. The unauthorised passing of confidential information by Kidsafe WA staff to third parties is a dismissible offence.

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