

Privacy Policy

PRIVACY OF INFORMATION POLICY



Victorian GUM Inc.

Victorian GUM Inc. is an association of family history researchers using computers. Its Privacy of Information Policy as enumerated below fulfils the requirements of the Commonwealth Privacy Act (Amendment 2000) and related Victorian Government legislation (Information Privacy Act 2000).

Victorian GUM Inc. reserves the right to amend its Privacy of Information Policy as required.

1. Collection of Information

Victorian GUM Inc. collects only information that it requires to discharge its obligations to its members, visitors and staff. Any information it collects about a member, visitor or staff member, as far as possible will be obtained from that person and access to that information will be granted only to that individual unless consent is given to disclose that information. Where such consent is given any disclosure will only be to the Committee of Victorian GUM Inc. where names and phone numbers are recorded in a members' database and the information will be used solely for the purposes of administrating Victorian GUM Inc.

If information is to be collected about anyone under the age of 18 it will be done so under the consent of a parent or legal guardian.

Information collected about an individual from a secondary source will also be made available to the individual except where making the individual aware of the matters would pose a serious threat to the life or health of the individual.

2. Use and Disclosure of Information

Victorian GUM Inc. will only use or disclose information for the purpose of discharging its role or where it is required to under government legislation or regulation. Where disclosure of information is perceived as an appropriate step in discharging the role of Victorian GUM Inc. approval to do so will be obtained from the Membership Secretary. If disclosure of information is required for a secondary purpose (i.e. for actions outside of the role of Victorian GUM Inc. and/or to individuals or institutions external to Victorian GUM Inc., Victorian GUM Inc. will not disclose such information without the specific consent of the individual unless the release of the information relates to the public interest such as law enforcement, public safety, research or emergency situations.

Victorian GUM Inc. will not disclose information for the purpose of direct marketing.

3. Data Quality

Victorian GUM Inc. will at all times use its best endeavours to ensure that the personal information it collects, uses and discloses is accurate, complete and up to date.

Victorian GUM Inc. will, on a continuous basis, confirm the accuracy of personal information by requesting that each individual about whom information has been collected reviews and confirms/amends such information.

4. Data Security

Victorian GUM Inc. ensures that all personal information and records are protected from unauthorised disclosure or loss by permitting access to either electronic or hard copy information only to authorised personnel. All information will be maintained in a secure environment. Electronic and hard copies maintained about personal information will be kept separate to the main register.

Victorian GUM Inc. maintains a firewall on its local area computer network to ensure unauthorised external access does not occur.

If personal information held by Victorian GUM Inc. becomes redundant to the discharge of its role then such information will be destroyed or made anonymous.

5. Policy Documentation/Openness

Victorian GUM Inc. maintains a policy folder containing its Privacy of Information Policy, all requests for access to information, and other documents pertaining to Privacy of Information. The Privacy of Information Policy is available upon request.

Victorian GUM Inc. upon receipt of a complete 'Personal Information Request Form' and appropriate identification will provide access to information pertaining to that individual. Such requests can only be honoured by the individual seeking access to their own information or by carers/guardians with the consent of the individual.

6. Access to Information/Correction

Victorian GUM Inc. will, subject to the appropriate procedures being complied with, provide access to an individual's information to that individual except where such access:

- poses a threat to the life or health of the individual,
- would have an impact upon the privacy of other individuals,
- is frivolous or vexatious,
- relates to existing or anticipated legal proceedings or to the current negotiations between the individual & Victorian GUM Inc.
- is unlawful,

- would impede or prejudice any investigation of unlawful activity or is likely to cause damage to the security of Australia.

Victorian GUM Inc. will not charge for a request for personal information held on that person and will omit from future records any information that is established as being incorrect or will correct such information. If the correctness of information is contested, then a note to this effect will be appended to the information. Victorian GUM Inc. will inform the individual concerned of all changes to the information record maintained on that individual.

7. Anonymity

Where it is lawful and reasonable to do so, Victorian GUM Inc. will enable individuals to remain anonymous in their dealing with the organisation.

8. Transfer of Information

Victorian GUM Inc. will not transfer personal information to another organisation or individual in another country unless:

the individual consents, or
beneficial (to the individual) contractual obligations require such a transfer, or
the transfer is generally for the benefit of the individual or consent cannot be obtained for medical reasons but would likely be obtained if it were practical.

9. Sensitive Information

Victorian GUM Inc. will only collect sensitive information about an individual where:

- the individual has consented, or
- the collection is required by law, or
- the information may prevent or lessen a serious and imminent threat to the life or health of an individual, or
- information is required by law.

Sensitive information will not be disclosed without the consent of the individual.

In the normal course of discharging its responsibilities Victorian GUM Inc. does not collect health information unless such information is required to safeguard the health of the individual. Any such information will not be disclosed without the consent of the individual unless it is to preserve the health of that specific person or it is provided to a state registered health care worker or organisation.

Victorian GUM Inc. reserves the right to amend its policy on the Privacy of Information. Victorian GUM Inc. maintains a grievance/complaints process whereby individuals may register their dissatisfaction with either the process pertaining to the Privacy of Information Policy or with the Policy itself by informing the President of Victorian GUM Inc. in writing of their dissatisfaction.

Formulated and Approved by the Committee of Victorian GUM Inc. July 2007