



PRIVACY AND DATA PROTECTION POLICY

Policy Statement

Digital Technologies Geelong (DTG) respects the privacy and personal information it collects in order to carry out its purposes, functions and activities. This privacy policy outlines our commitment to compliance as well as an overview of how to reach and maintain our commitment.

Intention

To outline transparently the way in which the organisation collects, uses and discloses the personal information it handles, in order to:

- Raise awareness of responsible personal information handling practices at DTG
- Promote responsible and transparent handling of personal information at DTG
- Promote responsible data security practices within DTG

Scope

This policy applies to DTG and its activities both domestically and internationally. It applies to the collection, use and disclosure of all personal information or data by all personnel (employees and contractors). Where necessary for third parties to perform necessary functions, personal information may be disclosed to such third parties on a confidential basis.

This policy does not apply to information or data that has already been made public, or legitimately within the public domain or when documents fall under the *Freedom of Information Act 1982 (Vic)*. Similarly, this policy does not apply to personal information or data which relates to judicial functions of a court, tribunal, Royal Commission or Board of Enquiry.

Definitions

Personal Information

“Personal Information” refers to information or an opinion (including that which forms part of a database) that is recorded about an individual whose identity is included in the information, or can be discerned from the information or opinion.

All personal and health information collected, used, held, disclosed or shared by DTG will be in accordance with the following Acts:

- Privacy and Data Collection Act 2014 (Vic)
- Privacy Act 1988 (Cth)

Health Information

“Health Information” refers to information or opinions about the physical, mental or psychological health of an individual, a disability or expressed wishes about the future provision of health services which is also personal information, and other personal information provided in connection with the donation of organs or genetic information which could be predictive of health

Sensitive Information

“Sensitive information” refers to information or an opinion about an individuals’ racial or ethnic origin, political opinions, memberships with political associations, religious beliefs or affiliations, philosophical beliefs, membership of a trade union or association or professional associations, sexual orientation or practices, or criminal record that is also personal information.

Disclosure of Personal Information

Specific disclosures will be made either with consent or in accordance with the following Acts:

- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001
- Freedom of Information Act 1982

Digital Technologies Geelong’s Commitment to Privacy

DTG commits itself to upholding the privacy rights of its staff, clients and all relevant third parties, and will act accordingly by:

- Only collecting personal information that is necessary for DTG to carry out its functions and activities, and only disclosing such information if it related to this purpose or if required by legislation.

All reasonable steps will be taken to:

- Protect the personal information DTG holds from misuse, loss, unauthorised access, modification or disclosure.
- Ensure personal information that is collected, used or disclosed is accurate, complete and up-to-date.
- Maintain responsible data security practices
- Ensure all personal information collected, held or shared by DTG is done so in accordance with this policy
- Ensure proper disposal of Personal Information when it is no longer necessary to keep

- Maintain transparency regarding our privacy and data protection practices, the information we collect and the purposes, activities or functions DTG uses that information for
- Allow users the agency to access their own data and make corrections in accordance with relevant procedures

Complaints

Complaints about the way DTG has handled Personal Information should be handled in accordance with our Privacy and Data Protection Procedure document. Complaints can be directed to the DTG Privacy Officer:

Privacy@digitaltechnologiesgeelong.net

Privacy Officer

Digital Technologies Geelong Branch

Boundary Rd

Thomson Victoria

Alternatively, a person may contact the Privacy and Data Protection Commissioner:

privacy@cpdp.vic.gov.au

Commissioner for Privacy and Data Protection

PO Box 24014

Melbourne

Victoria 3001

Phone: 1300 666 444

Staff Training

To ensure DTG commitment to the privacy of its staff, clients and all third parties, all staff are required to attend and complete privacy training upon commencement of their employment at DTG.

Related policy, legislation and regulations

The following Acts with their accompanying regulations:

- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Cth.) Health Records Act 2001 (Vic)

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Freedom of Information Act 1982 (Vic)
- Surveillance Devices Act 1999 (Vic)

Review

This policy and any associated procedures must be reviewed no later than four (4) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re- approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.

Further information

Approval Body	Digital Technologies Geelong Board of Directors
Endorsement Body	Digital Technologies Geelong Privacy Officer
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