

Privacy Policy

Version 1

Approval Date: <Enter Date>

Review Date: <Enter Date>

**SAMPLE PRIVACY POLICY**

***This document is provided as a sample only and does not substitute legal advice. Extracted from Volunteering Victoria Volunteer Management Toolkit.***

1. **PURPOSE**

To ensure that all organisation representatives who are responsible for handling personal and/or health information do so in a manner that protects every individual’s right to privacy.

1. **POLICY**

<Your organisation> is fully committed to protecting everyone’s right to privacy. Organisation representatives in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee’s responsibility to ensure that relevant Organisation representatives are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

* <Your organisation> will only collect personal and health information that is required for our activities
* Information will only be used for the purpose for which it was collected
* If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
* Information will only be accessed by management
* Information will be securely stored
* Information will be destroyed if it is no longer needed for any purposes

<Your organisation> does not share personal information with other organisations or individuals outside of <Your organisation> except in the following limited circumstances.

* <Your organisation> has the volunteer consent.
* <Your organisation> has, in good faith, belief that the disclosure is necessary to prevent injury to life or health
* If required or authorised by or under an Australian law or a court/tribunal order.