



SHELTER SA POLICY

Title: Privacy Policy

Policy History	Current Draft
<p>Previous Policies</p> <p>Privacy Policy 2004, 2013, 2016, 2019, 2022</p> <p>Approved by Board of Management</p>	<p>Current Policy</p> <p>Ratified Date: September 2022</p> <p>Review Due: 2025</p>

1. PURPOSE and SCOPE

- 1.1. This Policy provides guidelines to the Board and employees of Shelter SA for the collection, use of, access to, security, archiving and disposal of personal information held by the organisation.
- 1.2. Shelter SA holds information about employees, volunteers, students, members, stakeholders and research participants.

2. DEFINITIONS

- 2.1. Privacy – The condition of being left alone, out of public view and in control of information that is known about you (<http://ehrweb.aas.org/ehr/books/glossary.html>).
- 2.2. Personal information - information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
- 2.3. Stakeholders – people, groups, or organisations that have a vested interest in Shelter SA’s activities and outcomes.

Research participants – people who participate in research undertaken by Shelter SA after giving their informed consent.

BACKGROUND

- 2.4. This Policy has been developed in line with the Privacy Act, 1988 (including Schedule 1, the Australian Privacy Principles) and the South Australian Information Privacy Principles.

3. POLICY

- 3.1. Shelter SA will only use individuals' personal information for the purpose for which it was collected and will ensure that any information is securely stored (see Records Management Policy) and, in the case of the production of publicly available research, de-identified in accordance with the Australian Code for the Responsible Conduct of Research.
- 3.2. In accordance with the Australian Code for the Responsible Conduct of Research, Shelter SA will act ethically in the conduct of research.
- 3.3. Personal information will only be collected if necessary, for an identified purpose.
- 3.4. Individuals will be informed of the purpose for collecting personal information.
- 3.5. Informed consent must be obtained prior to the collection and use of personal information.
- 3.6. Shelter SA will check information for accuracy before using it.
- 3.7. Shelter SA will ensure that a person can exercise their right to have access to, and seek to correct, information held about them.
- 3.8. Shelter SA takes confidentiality seriously (outlined in employment contracts and covered in the Induction Procedure) and information will not be disclosed to a third party unless required by law.
- 3.9. Personal information will be securely stored (see Records Management Policy).
- 3.10. If an individual wishes to make a complaint about privacy, that person is to make use of the Complaints Resolution Policy and Procedure.
- 3.11. Where required, Shelter SA will refer to the Australian Privacy Principles (Schedule 1 of the Privacy Act) which provides guidelines for the management; collection; use, identification, disclosure and integrity of personal information.

4. REFERENCES

- 4.1. Privacy Act 1988
- 4.2. South Australian Information Privacy Principles
- 4.3. Australian Code for the Responsible Conduct of Research
- 4.4. Shelter SA Records Management Policy
- 4.5. Shelter SA Complaints Resolution Policy and Procedure
- 4.6. Induction Procedure
- 4.7. Information Sharing Guidelines Appendix