



GPP323 - NAATSIHWP PRIVACY POLICY

Policy number	GPP323	Version	4
Drafted by:	NAATSIHWP	Approved by Board on	18/2/2021
Responsible person:	Chairperson	Scheduled review date	18/08/2022

The NAATSIHWP Board of Directors is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information means information or an opinion, about an identified individual, or an individual who is reasonably identifiable.

A sub-category of personal information is 'sensitive information', which has a particular meaning in the Privacy Act and includes information such as health information.

Policy

The purpose of this document is to provide a framework for NAATSIHWP to deal with privacy within the organisation.

NAATSIHWP collects and administers a range of personal information for the purposes of performing services for its members and customers/donors in the conduct of business. NAATSIHWP is committed to protecting the privacy of personal information it collects, holds and administers.

NAATSIHWP recognises the right of individuals to have their information administered in ways which they would reasonably expect – to be both protected and made accessible to them. These privacy values are reflected in and supported by NAATSIHWP's values.

NAATSIHWP is bound by the laws, legislation, and regulations which impose specific obligations when it comes to handling information. NAATSIHWP has adopted the following principles contained as minimum standards in relation to handling personal information:

- collect only information which the organisation requires for its primary function;
- ensure that necessary third-party organisations are Payment Card Industry Data Security Standard (PCI DSS) compliant;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- a message is sent from the appropriate delegate to the affected member/s, customer/s and donor/s if a breach has occurred;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's written consent;

- store personal information securely, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to correct any errors or misinformation.

Related Documents

[Code of Conduct – GPP 314](#)

[Confidentiality - GPP 303](#)

[Privacy Act 1988](#)

[Risk Management – GPP 308](#)

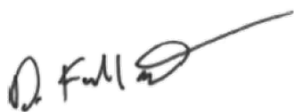
[Transparency and Accountability – GPP 324](#)

[Membership Information Policy – MPP403](#)

[Data Breach Response Plan](#)

[NAATSIHWP Privacy Procedure – GPR323](#)

Authorisation



Signature of Chairperson

Name of Chairperson: David Follent

Date of Approval: 18 February 2021

National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners

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