

PRIVACY POLICY

Policy number	1007	Version	1
Drafted by	Fraser Baxter	Approved by	08.09.2020
		Committee of	
		Management on	
Responsible person	Secretary	Scheduled review date	07.09.2021

INTRODUCTION

Brain Injury Matters is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Brain Injury Matters in dealing with privacy considerations.

POLICY

Brain Injury Matters collects and administers a range of personal information for the organisation's purposes. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Brain Injury Matters recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in this Privacy Policy, which is compliant with the Privacy Act 1988.

Brain Injury Matters is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Brain Injury Matters will:

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly-related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to seek its correction.

AUTHORISATION

A handwritten signature in black ink, appearing to read 'V. Giddings', written over a light blue horizontal line.

Virginia Giddings
Executive Secretary
Brain Injury Matters

10/09/2020

PRIVACY PROCEDURES

Procedures number	1007	Version	1
Drafted by	Fraser Baxter	Approved by	08.09.2020
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RESPONSIBILITIES

Brain Injury Matter's Committee of Management is responsible for developing, adopting and reviewing this policy.

They are also responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESSES

Collection

Brain Injury Matters will:

- Only collect information that is necessary for the performance and primary function of the organisation.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible. When individuals state they do not wish their personal details collected, this will be respected.
- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Ensure that any business/company contracted by Brain Injury Matters involving personal information being recorded, will follow and implement this policy.

Use and Disclosure

Brain Injury Matters will:

- Only use or disclose information for the primary purpose for which it was collected or a directly-related secondary purpose. These purposes include memberships, dissemination of information such newsletters, processing donations and information regarding training or events.
- In the course of conducting its activities, Brain Injury Matters will adopt procedures that maintain individual privacy. For example sending bulk emails by BCC.
- For other uses, Brain Injury Matters will obtain written consent from the affected person. This includes photographs or other identifying information. See Appendix A.
- Provide all individuals access to personal information except where it is a threat to life or health or it is authorised by law to refuse and, if a person is able to establish that the personal information is not accurate, then Brain Injury Matters must take steps to correct it.

- Where for a legal or other reason Brain Injury Matters is not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information, or associating a statement regarding accuracy with the personal information.

Storage

Brain Injury Matters will:

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorised access, interference, unauthorised modification or disclosure.
- Ensure that Brain Injury Matters data is up to date, accurate and complete.

Destruction and de-identification

Brain Injury Matters will:

- Destroy personal information once is not required to be kept for the purpose for which it was collected.

Data Quality

Brain Injury Matters will:

- Take reasonable steps to ensure the information they collect is accurate, complete, up to date, and relevant to the functions we perform.

Openness

Brain Injury Matters will:

- Ensure stakeholders are aware of their Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Brain Injury Matters will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Making information available to other organisations

Brain Injury Matters can:

- Release information to third parties where it is requested by the person concerned.

RELATED DOCUMENTS

- [Confidentiality Policy](#)
- Privacy and Data Protection Act 2014 (Victoria)
(https://www.nfplaw.org.au/sites/default/files/media/Privacy_Guide_Cth.pdf)

AUTHORISATION

A handwritten signature in black ink, appearing to be 'V. Giddings', written in a cursive style.

Virginia Giddings
Executive Secretary
Brain Injury Matters

10/09/2020

Appendix A

Photography and filming consent form

Name of organisation:	BRAIN INJURY MATTERS
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Brain Injury Matters will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform us immediately.

Consent information:*To be completed by person:*

- I give permission for my photograph to be used for display purposes
- I give permission for my photograph to be used within other printed publications
- I give permission for my photograph to be used on the BIM's website
- I give permission for videos of me to be used on the BIM's website
- I give permission for my photograph to be used on the BIM's social media pages
- I give permission for videos of me to be used on the BIM's social media pages
- I give permission to use my name

Signature:**Print name:****Date:****Contact Details:**

Postal Address: Level 4/247 Flinders Lane, Melbourne VIC 3000

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