

Your personal information will not be shared with any other person or organisation, or used for a purpose different from that which it was collected for, unless you have given specific permission for this to occur.

Personal access to your information:

Under the Privacy Acts, you have the right to look at any records held by our agency, and to request correction of anything that is wrong, incomplete or out of date.

Limited access or no access may apply if providing access would:-

- ☞ Pose a serious threat to life or health of another person or persons; or
- ☞ Cause unreasonable impact on the privacy of other individuals; or
- ☞ Relate to legal proceedings between Wimmera Volunteers and the individual; or
- ☞ Be unlawful; or
- ☞ Be in breach of any law.

If you wish to access your information or clarify any of the above information please do not hesitate to contact Wimmera Volunteers Incorporated by:

Telephone: **03 5382 5607**

Facsimile: **03 5382 5711**

Post: PO Box 267,
Horsham, Vic., 3402

or personally at: 20 Firebrace Street,
Horsham.



0071AP



20 Firebrace Street, Horsham
Phone: (03) 5382 5607
Fax: (03) 5382 5711
Email: info@wimmvol.com.au

Privacy Policy

To all those receiving services through
Wimmera Volunteers.

Protecting personal information has always been very important to Wimmera Volunteers and is required by law.

Wimmera Volunteers handles information in accordance with the provisions of the –

- *Commonwealth Privacy Act 1988 (Private Sector)*
- *The Information Privacy Principles of the Victorian Information Privacy Act 2000.*
- *Health Records Act 2001.*

Collection of Personal Information:

Wimmera Volunteers Respects Your Privacy:

Wimmera Volunteers will collect only the personal information about you that is necessary to provide services to you, and to meet government reporting obligations.

☞ The purpose of gathering personal information is so we have sufficient information to provide our services to you;

☞ Personal information gathered is used only to provide the services suited to your individual needs;

☞ Your personal information will not be shared with any other person or organisation, or used for a purpose different from that which it was collected for, unless you have given specific permission for this to occur;

☞ Only the people at Wimmera Volunteers who are directly involved in providing services to you, will have access to your personal information;

☞ Wimmera Volunteers will only retain information about you whilst it is needed to provide you with services. Information no longer required for this purpose will be destroyed within a reasonable time.

Security of your personal information:

Wimmera Volunteers will take reasonable steps to protect your personal information from misuse, loss or unauthorised access.

All information is kept in locked files or in password protected computer files.

Wimmera Volunteers has the strongest commitment to confidentiality and keeping your personal information secure.

Staff who handle your information have the training to protect it from unauthorized access.

Disclosure of information — obtaining your consent:

Wimmera Volunteers will not use or disclose personal information about you for a purpose other than the primary purpose of collection, unless a prescribed exception applies.

For example, if Wimmera Volunteers reasonably believes that the use or disclosure is:

☞ Necessary to lessen or prevent a serious threat to the health, safety or welfare of an individual or members of the public;

☞ Necessary because an unlawful activity which must be reported is involved;

☞ Required by law, or on behalf of a law enforcement agency;

☞ Required to enable Wimmera Volunteers to defend a legal or equitable claim.