

# Information Collection Privacy Policy

## 1. Policy statement

- 1.1 The aim of this policy is to support CSMC's need to collect information for the purpose of providing services, including emergency relief, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect the privacy of their personal information.
- 1.2 Council of Single Mothers and their Children (CSMC) may at times be required to collect personal and financial information to assist in verifying a single mother's claim for assistance (financial or otherwise) through CSMC.
- 1.3 CSMC is committed to protecting an individual's right to privacy and accordingly it is committed to full compliance with its obligations under the Information Privacy Act 2000 (Vic) and the Commonwealth Privacy Act 1988. In particular, CSMC will comply with the Information Privacy Principles (IPPs) outlined in both these Acts.
- 1.4 This policy outlines how CSMC will ensure compliance with the Information Privacy Act 2000 (Vic) the Health Records Act 2001 (Vic) and the Commonwealth Privacy Act 1988.

## 2. Who is covered by the policy

- 2.1 All employees, board members, volunteers and contractors working with CSMC are required to comply with the organisation's Information Collection Privacy Policy.

## 3. Definitions

- 3.1 **Personal Information:** Personal information is defined as information or an opinion (including information or an opinion forming part of a database) that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
- 3.2 **Financial Information:** Financial information is any information of a financial nature, including income, income support, banking or financial institution details or any other financial data pertaining to the individual.

- 3.3 **Health Information:** Health Information means information or an opinion about the physical, mental, psychological health of an individual, disability of an individual or a health service provided or to be provided to an individual.
- 3.4 **Sensitive Information:** Sensitive Information includes, but is not limited to, personal information or an opinion about individual's racial or ethnic origin, political opinions, trade union membership, philosophical or religious belief, sexual preferences or criminal record.

#### 4. Information Privacy Principles

- 4.1 **Collection of Information:** CSMC will only collect personal information that is necessary for its functions and activities. In some instances, CSMC may be required by law to collect personal information. This information will only be collected by fair and reasonable ways and by lawful means. If it is reasonable and practicable to do so, CSMC will collect personal information, financial or health information about individuals directly from those individuals. If CSMC collects personal information about any individual from someone else, it will only do so with written or verbal consent from the individual whose information is being sought.
- 4.2 **Use and disclosure:** Information is collected and used by CSMC for the following purposes:
- to assist in the provision of services, including provision of financial aid, to single mothers;
  - to assist CSMC to verify the status of a single mother;
  - to assist CSMC and its employees to fulfil its duty of care to single mothers and their children.
- 4.3 **Data quality:** CSMC takes reasonable steps to ensure any personal information it holds is accurate, complete and up to date.
- 4.4 **Data security:** CSMC will take reasonable steps to protect all personal information it holds from misuse, loss, unauthorised access, modification or disclosure.
- 4.5 **Destruction of data:** CSMC will take reasonable steps to lawfully and responsibly destroy or permanently de-identify personal information when it is no longer needed for any purpose, subject to compliance with any applicable Act or Regulation.

#### 5. Sensitive information

- 5.1 CSMC will not collect sensitive information about an individual unless the individual concerned has consented to the collection or the collection is required or authorised by law.

## **6. Access**

- 6.1 Should any persons wish to access information CSMC holds relevant to that person, they may contact the CEO. Access will be provided subject to the provisions of the Freedom of Information Act and any other applicable Act or Regulation.

## **7. Complaint procedures**

- 7.1 If any persons feel aggrieved by the Corporation's handling of personal information about themselves, they may make a complaint in writing to the CEO at [ceo@csmc.org.au](mailto:ceo@csmc.org.au)
- 7.2 Alternatively, any person may make a complaint directly to the Privacy Commissioner.  
<https://www.privacy.vic.gov.au/privacy/web2.nsf/pages/making-a-complaint>

## **10. Monitoring and review of this policy**

- 10.1. The CEO shall be responsible for reviewing this policy annually to ensure it meets legal requirements and reflects best practice.

Reviewed: 2 August 2016