



PRIVACY POLICY

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| Policy applies to | Volunteers, staff, directors & contractors |
| Board approval date | 24 September 2024 |
| Date of next review | September 2027 |

PURPOSE:

The purpose of this document is to provide a framework for Bendigo Foodshare in dealing with privacy considerations.

SCOPE:

This policy applies to Volunteers, staff, directors & contractors as well as the management of all Bendigo Foodshare Digital platforms.

DEFINITIONS:

Personal information - information which directly or indirectly identifies a person.

POLICY:

Bendigo Foodshare collects and administers a range of personal information. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Bendigo Foodshare is bound by Victorian Privacy Laws, the Privacy Act 1988, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- 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.



Bendigo Foodshare will adhere to the practices outlined below:

COLLECTION

Bendigo Foodshare will:

- Only collect information that is necessary for the performance and primary function of Bendigo Foodshare.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

USE AND DISCLOSURE

Bendigo Foodshare will:

- Only use or disclose information for the primary purpose for which it was collected or a secondary purpose that is directly related to the primary purpose.
- For other uses we will obtain consent from the affected person.
- Only disclose information with your consent, or where required or authorised by law.

DATA QUALITY

Bendigo Foodshare will:

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

DATA SECURITY AND RETENTION

Bendigo Foodshare will:

- Store information in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.
- Keep records for a minimum of 7 years in accordance with relevant legislation
- Destroy or permanently de-identify personal information when it is no longer needed for the purpose for which it was obtained.



OPENNESS

Bendigo Foodshare will:

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

ACCESS AND CORRECTION

Bendigo Foodshare 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.

ANONYMITY

Bendigo Foodshare will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

MAKING INFORMATION AVAILABLE TO OTHER SERVICE PROVIDERS

Bendigo Foodshare:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

RELATED DOCUMENTS & LEGISLATION:

Information Privacy Act 2000

Privacy Act 1988