

# GWAG Privacy Policy

## 1. Introduction

The Gospel Workers Advocacy Group (GWAG) is bound by the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988*, other Commonwealth and State privacy legislation, and follows 'Guidelines' as issued by the Office of the Australian Information Commissioner.

GWAG reserves the right to review and update this Privacy Policy as required from time to time.

## 2. Purpose

This document sets out the policies and procedures of GWAG in relation to how we use and manage the personal information provided to, or collected by, GWAG.

## 3. Policy

GWAG's handling of the personal information it collects and holds (including sensitive and health information) is governed by the Australian Privacy Principles and other requirements of legislation and regulators.

GWAG is committed to protecting the rights to privacy of all stakeholders in its handling of personal information.

GWAG is committed to rapid and effective response in the event of a data breach and in accordance with the requirements of the Notifiable Data Breach scheme.

GWAG is committed to continual improvement of its practices in the protection of the personal information it holds.

## 4. Collection of information

GWAG collects and holds information including personal information, health and other sensitive information, about Members of GWAG and other individuals who contact GWAG from time to time for advice and support

Personal information provided by an individual may be collected by way of written forms, face-to-face meetings, interviews, emails and telephone calls.

Before information is collected, or as soon as practicable afterwards, GWAG will make the individual to whom the information relates aware of the fact that information is being collected, and the purpose for which the information has been collected

## **5. Use and disclosure of information**

GWAG will use personal information provided to it for the primary purpose of assisting individuals in the provision of advice (including legal advice), advocacy, referral and support services.

GWAG may not disclose personal information, including sensitive information, held about an individual to any third person without the individual's written consent or as required by law.

## **6. Management of personal information**

GWAG takes all reasonable steps to ensure that the personal information it collects and stores is accurate, up-to-date, complete, relevant and not misleading.

An individual has the right under the *Privacy Act* to obtain access to any personal information which GWAG holds about them and to advise GWAG of any perceived inaccuracies and to seek correction to their information.

Personal information may be accessed or updated by contacting GWAG in writing.

GWAG will not store personal information longer than necessary.

## **7. Notifiable Data Breach**

In the event of a Notifiable Data Breach, GWAG shall act as soon as is practicable to prevent further loss of, or access to, the data.

GWAG shall notify all affected individuals, directly or indirectly, of the breach as soon as is practicable.

If required, GWAG will advise the Office of the Australian Information Commissioner (OAIC) of the breach as soon as practicable.

## **8. Complaints**

Any concerns about the way the GWAG has handled the personal information it holds should be made in writing and directed to Chair.

GWAG will investigate all complaints about its handling of personal information and will notify the person with a complaint of the decision in relation to the complaint as soon as practicable after it has been made.

If GWAG is unable to satisfactorily resolve the complaint, the matter may be referred to the Information Commissioner.

## 9. Definitions

- **Australian Privacy Principles (APPs)** – legally binding principles which are the cornerstone of the privacy protection framework in the Privacy Act.
- **'Personal Information'** – information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be inferred from, the information or opinion, whether the information is recorded in a material form or not. It includes all personal information, regardless of its source.
- **'Eligible Data Breach'** – Under the Notifiable Data Breach Scheme an Eligible Data Breach occurs when 3 criteria are met (1) there is unauthorised access to, or unauthorised disclosure of, personal information, or a loss of personal information, that an entity holds (2) this is likely to result in serious harm to one or more individuals, and (3) the entity has not been able to prevent that likely risk of serious harm with remedial action

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