

**Policy Statement**

Rural Business & Community Limited (RB&C) collects and administers a range of personal information for the purposes of service provision. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

RB&C 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.

RB&C is bound by the Victorian Privacy & Data Protection Act 2014, 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 & Data Protection Act 2014 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 clients 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 clients with access to their own information, and the right to seek its correction.

RB&C will adhere to the procedures outlined below.

**Procedures**

RB&C will:

- Only collect information that is necessary for the performance and primary function of RB&C.
- Notify clients about why we collect information and how it is administered.
- Notify clients that this information is accessible to them.
- Only use or disclose information for the primary purpose for which it was collected, or a directly related secondary purpose.
- For other uses, obtain consent from the affected person.
- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date and relevant to the functions we perform.
- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with records management procedures.
- Ensure clients are aware of RB&C's Privacy Policy and its purposes and that this information is freely available in relevant publications and on the organisation's website.
- 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.
- Give clients the option of not identifying themselves when completing evaluation forms or opinion surveys.
- Only release information about a person with that person's expressed permission. For personal information to be released, the person concerned must provide a written request or authorisation.
- Release information to third parties where it is requested by the person concerned.

**Responsibility**

- The Board of Rural Business & Community Limited is responsible for adopting this policy.
- The Board, Executive Officer and all staff members, contractors and volunteers are responsible for the implementation of this policy.
- The organisation's Executive Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.