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The Bee-Leaf Academy Privacy Policy

Policy Number	1.4	Implementation Date	01/07/2020
Drafted By	Roni McCorkle	Review Date	01/07/2022
Person Responsible	President		

INTRODUCTION

The Bee-Leaf Academy (“the Academy”) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

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

POLICY

The Academy collects and administers a range of personal information for the purposes of providing services to, and keeping an accurate list of, members. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The Academy 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 and also reflected in our Privacy Policy, which is compliant with the *Privacy Act 1988* (Cth).

The Academy is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.



The Academy will:

- Collect only information which the organisation requires for its primary functions;
- 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.

RESPONSIBILITIES

The Academy's Board of Directors is responsible for developing, adopting and reviewing this policy.

The Academy President is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESS

Collection

The Academy will:

- Only collect information that is necessary for the performance and primary function of the Academy;
- Notify stakeholders about why we collect the information and how it is administered;
- Notify stakeholders that this information is accessible to them;
- Collect personal information from the person themselves wherever possible;
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected;
- Collect sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others); and
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

Use and Disclosure

The Academy will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose;



- For other uses, the Academy will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- Provide all individuals access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then the Academy must take steps to correct it.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

RELATED DOCUMENTS

- Code of Ethics
- Conflict of Interest Register

AUTHORISATION

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President