

PRIVACY POLICY

PURPOSE

The purpose of this policy is to set out Wildcare Tasmania's approach to maintaining privacy of personal and health information collected from individuals.

DEFINITIONS

Personal information

Personal information includes a person's name, address, contact details, date of birth, gender.

Sensitive information

Information will be considered sensitive information where it is information about a person's racial or ethnic origin, sexuality, political opinions, religious beliefs, memberships, criminal record etc.

Health information

Health information is a type of personal information about a person's physical and mental health, disability and health preferences.

POLICY

Personal information

Personal information collected

Wildcare collects name, address and contact details from individuals.

Purposes for which we collect, hold, use and disclose this personal information

Wildcare **collects** the personal contact details as part of our website membership onboarding process.

This data is **held** in Wildcare's civiCRM web database.

Wildcare **uses** this information for communicating with and providing services members, facilitating membership of branch groups and allowing sign-up to web-based volunteering events. Wildcare will not use personal information for any other purpose.

Wildcare Group leaders **use** the personal information of members in their group in order to communicate with them about Wildcare matters. Wildcare Group leaders work to a role statement which explains the responsibilities associated with this role, including that they should not use personal information for any non Wildcare purpose nor access records of members outside of their group.

Wildcare **discloses** personal contact information, through providing a higher level of web access to Group leaders to allow them to communicate with the members of their branches, using the civiCRM software. Group leaders are appointed by the membership of their groups. Group leaders should only access records of their people within their group and only for the express purpose of leading and communicating with their group.

Wildcare will facilitate any other access to personal information on a need to know basis and only for the purpose of conducting Wildcare related business. For example, volunteers assisting in the Office would not ordinarily have access to membership information, unless it is necessary as part of a targeted fundraising or communications campaign, website developments and/or membership statistical trends analysis.

Access by third party to personal information – web hosting

Wildcare engages the services of a web hosting company, who by the nature of the service, have full administrator access to the Wildcare database. The services of the web hosting company are monitored to ensure that web access is only for the purpose of maintaining or improving the Wildcare website.

Access to correct the personal information held

Wildcare members have access, through the login area of the Wildcare website, to see the personal membership details held about them. Members have the ability to amend this data directly once logged in, or to send an email to memberservices@wildcaredtas.org.au requesting update.

Fundraising and privacy

Wildcare maintains a list of fundraising contributors, which contains names and contact information. This information is maintained securely and used only to send thank you messages, newsletters, grant reports or stories about prospective fundraising needs.

Sensitive information

Wildcare does not routinely collect sensitive information. Wildcare would only potentially receive sensitive information if an applicant for either a paid or volunteer role chose to provide this information to Wildcare in a resume. Wildcare does not disclose resumes to any other person or organisation without the consent of the individual.

Health information

Health information collected

Wildcare group leaders may occasionally collect information about health, including pre-existing medical conditions.

Purposes for which we may collect, hold, use and disclose health information

Wildcare may occasionally **collect, hold** and **use** this information for the purpose of risk assessing a prospective volunteer's suitability for events and activities. An example is where an event leader may, at the request of the volunteer management authority and with the consent of the volunteer, temporarily hold medical disclosure forms in the field, before passing them through to the relevant organisational authority as soon as is practical.

This health data will be **held** securely and not be accessible to any other person, other than those making risk assessment decisions for volunteering activities.

The vast majority of volunteering by Wildcare members is on Government or Council managed land and in all circumstances where activities are under the volunteer management of a land manager, the risk assessment and therefore collection of health information, is within the remit of those organisations, not Wildcare.

Complaints about a suspected breach

If any person has a complaint about a suspected breach by Wildcare Tasmania of privacy laws, they should contact ceo@wildcaretas.org.au in the first instance. The CEO will investigate and attempt to resolve the issue.

If the CEO is unable to resolve the matter to the satisfaction of the person making the complaint the matter will be referred to the Wildcare Tasmania Board.

Remedies may include an apology, amendment to policies and procedures and/or training.

Consequences in event of a breach

Each breach will be assessed on its merits. In the event of minor and/or accidental breaches training and/or a warning may be provided. In the event of a wilful breach, consequences may include termination of the Group Leader contract and removal of webaccess, or in the most serious instances, revocation of Wildcare membership and/or legal proceedings.

AUTHORISATION

V1.0 Approved Date...14 August 2020.

Wildcare Tasmania Board