

## **PRIVACY POLICY**

(This policy effective from: 9 May 2018)

### OBJECTIVE

QORF takes its obligations under the Privacy Act 1988 (as amended) seriously and will take all reasonable steps in order to comply with the Act and protect the privacy of the personal information that it holds.

### APPLICATION

This Policy applies to customers / clients / candidates and staff, who provide QORF with their personal information.

### PRINCIPLES

QORF will take all reasonable steps to protect the security of the personal information we hold. This will include appropriate measures to protect electronic materials and materials stored and generated in hard copy.

QORF will collect personal information for the purpose of:

- Assessing an individual's suitability for a position or type of job;
- Business planning purposes, including but not limited to, career path development, the provision of appropriate training opportunities and maintenance of accurate personnel files;
- Processing payments;
- Delivering on QORF's legitimate functions and activities;
- To comply with our legal requirements, e.g.: Work Cover and taxation obligations.

QORF will hold or may seek to obtain the following information from either employees or candidates for employment:

- Name
- Date of birth (except for employment candidates)
- Address
- Occupation
- Career history
- Career plans
- References
- Results of aptitude and other tests
- Current accreditations, licenses and academic / industry qualifications
- Security / police checks (where appropriate)
- Contact details of next of kin.

QORF will hold or may seek to obtain the following information from either members or clients:

- Name
- Address
- Contact details.

Where it is lawful and practicable, individuals will have the option of not identifying themselves and operating anonymously when entering into transactions with QORF.

**Access to information:**

Individuals will be provided with access to the personal information that QORF holds about them. If an employee wishes to gain access, they should seek agreement from the Executive Officer (or President).

**Complaints:**

Individuals who have complaints about privacy practices or about how their personal information is managed should contact the Executive Officer, in writing, who will deal with the matter under the Grievance and Disputes Policy or the Complaints Policy.

**Data security:**

QORF at times may contract out data storage or processing functions. Should this occur in the future, the organisation undertakes to implement measures to protect the information as part of the contract obligations and arrangements with our service providers.

QORF will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.

- Individuals have the right to request reasonable corrections to their personal information. There are some exceptions, however, that relate to law enforcement, and public or individual health & safety (refer to Act).

QORF will take reasonable steps to protect personal information held from misuse, loss, unauthorised access, modification or disclosure:

- All computers will have password access;
- Access to the QORF database will be via password;
- Only authorised personnel will have access to QORF computers;
- Off-site storage of QORF backup hard drive will be in a suitably secure location;
- Hard copy documents that detail personal information such as membership forms will be stored in a locked filing cabinet;
- Information that is no longer needed, will be deleted, destroyed or de-identified;
- When sending emails to a group, 'blind carbon copy' will be used to ensure all recipient email addresses are not disclosed / recorded at the email destination unless express permission has been given to act otherwise.

**Data Breaches Procedure**

- Executive Officer will attempt to advise all effected people of the incident
- If effected people cannot be reached, the Executive Officer will advise the Management Committee to devise a strategy for handling the situation.