



PRIVACY POLICY*

Box Hill South Neighbourhood House is bound by the requirements of State and Federal legislation regarding confidentiality and privacy as stated in The Privacy and Data Protection Act 2014 (Vic)

Participants and Staff have the right to confidentiality in communication and the guarantee of personal privacy in the collection and storage of personal records being kept by the House.

All staff, tutors and volunteers handling personal information will be required to read the House procedures regarding dealing with personal information and sign the Privacy Agreement before collecting or working with any personal information.

Box Hill South Neighbourhood House will:

- Only collect information which the organisation requires for its primary function
- Ensure that members are informed as to why we collect the information and how we administer the information gathered
- Use personal information only for our primary functions or a directly related purpose – legal or safety concerns
- Ensure no personal information is disclosed without the consent of the person concerned.
- Store personal information securely, protecting it from unauthorised access
- Enable members to access their own information to correct or update it.
- Dispose of all information collected responsibly and securely at the appropriate time

Also see: Privacy statement for enrolment forms and Procedures when dealing with personal information



(*A copy of this policy will be placed on the walls of the hall and Pat Turner room at the Box Hill South Neighbourhood House)

PRIVACY STATEMENT ON ENROLMENT FORMS

Box Hill South Neighbourhood House

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