



I'm Still Learning Incorporated

Ph: 0451 717 401

Email: info@imstilllearning.org

Web: www.imstilllearning.org

Privacy Policy

DATE: 7th November 2017

AUTHOR: Mandy Gosetti

POSITION: Chief Operating Officer

PURPOSE

To ensure that all I'm Still Learning officials who are responsible for handling personal information do so in a manner that protects every individual's right to privacy.

POLICY

I'm Still Learning is fully committed to protecting everyone's right to privacy. I'm Still Learning officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000.

It is the Committee's responsibility to ensure that relevant officials are familiar with their obligations under the Act and that the handling of personal information is done so in accordance with the law.

In particular:

- I'm Still Learning will only collect personal information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand.
- Information will only be accessed by the Chief Operating Officer and relevant Administration Volunteers.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any I'm Still Learning purposes.



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HOW TO GUIDE – PRIVACY POLICY

DATE: 6th May 2020

AUTHOR: Mandy Gosetti

POSITION: Manager

Action	Responsible	When
All new staff and volunteers are to be educated on the Privacy Policy as part of their induction.	Manager	Staff: On first day of work. Volunteers: Before interacting with participants.
Current staff are to be reminded through an email / newsletter once a year about the Privacy Policy.	Manager	April each year.
A secure recognised antivirus package is to be installed and updated each year on any device that has stored private information. Private information will include details from Enrolment forms, agreements with Volunteers and any other documents that may contain private information.	Manager	On-going
All hardcopy enrolment forms, agreements and any other documents that may contain private information will be destroyed (shredded) as soon as the details have been recorded on soft copy.	Manager	Ongoing.