

Name of Organisation

Privacy Policy

Name of organisation will comply with the Privacy Act 1993.

A. Privacy Officer

The Manager is the Privacy Officer.

All privacy complaints or requests for information should be raised with the Privacy Officer.

B. Privacy of Staff and Trustees

1. Trustees and staff members will be advised when private information about them is being collected and held. Every effort will be made to ensure the information collected is accurate.
2. Trustees and staff have the right to access personal information held about them.
3. Private information about trustees and staff is kept in a locked filing cabinet.
4. *The Chairperson of the Trust, CE and or Manager* may have access to private information about trustees and staff for the purposes of contractual matters, reviewing performance, paying and reviewing salaries, maintaining leave records and paying trustee expenses.
5. Private information will not be disclosed to anybody else without the express permission of the staff member or trustee concerned.
6. Staff members should not store private information on their work computers, since other staff and trustees may have access to staff computers, including access to email.
7. Any health information about identifiable individuals such as health and medical histories or information about disabilities will be kept according to the Health Information Privacy Code.

C. Privacy of Clients of *name of organisation*

1. Client records will be kept confidential, safe and stored in a secure place. (eg)

Policy approved at meeting of *name of organisation* (date).

Reviewed and approved:

Next review: