

PRINT HANDICAPPED RADIO OF ACT INCORPORATED

Policy

Privacy

Approved 2 October 2017

Policy - Privacy

Background

Radio 1RPH is bound by the *Privacy Act 1988* (Privacy Act). Any personal information that is collected will be handled in accordance with the Australian Privacy Principles (APPs) outlined in the *Privacy Act* as well as any applicable state or territory legislation.

Privacy law is regulated by the Australian Information Commissioner. Further information about privacy legislation can be obtained from the Office of the Australian Information Commissioner website at: www.oaic.gov.au

The *Privacy Act* defines personal information as ‘information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion’.

Purpose

This policy sets out how 1RPH complies with its obligations under the *Privacy Act* regarding the collection, use, disclosure, storage, security and access of the personal information of listeners, donors, members, volunteers, job applicants and staff.

Policy

Radio 1RPH is committed to maintaining the privacy of personal information.

Radio 1RPH will only collect personal information necessary to deliver our services and conduct the business activities that support this. We may collect the following types of personal information: contact details; details for next of kin or emergency contact; job applications; payment details and other information relevant to the relationship of the individual with Radio 1RPH.

In common with many websites we may collect aggregated information which tells us about visitors to the Radio 1RPH site but not the identity of those visitors. For example, we may collect information about the date, time and duration of visits and which pages of the Radio 1RPH website are most commonly accessed. This information is used by us to help to administer and improve the Radio 1RPH website.

The Radio 1RPH website may use ‘cookies’. With most internet browsers, users can erase cookies from their computer, block all cookies, or receive a warning before a cookie is stored. However, some parts of the Radio 1RPH site may not function fully for users that disallow cookies.

Radio 1RPH collects personal information through a variety of methods including electronic or face to face interactions; via paper forms; interaction with our website; and requests for information.

Radio 1RPH may use personal information to notify individuals of information and issues relevant to their relationship/role with Radio 1RPH. De-identified data may be used to meet regulatory and funding requirements or for the purposes of internal reporting and improvement of services. All such communications will provide an option to opt out or unsubscribe. Requests to opt out or unsubscribe from Radio 1RPH materials can also be directed to admin@radio1rph.org.au or on 02 6241 4076.

Radio 1RPH will take reasonable steps to protect personal information from misuse, interference and loss, unauthorised access, modification or disclosure. Personal information held by Radio 1RPH is stored either electronically in secure databases, or if in hard copy, in secure filing systems. Only authorised Radio 1RPH personnel are provided with access to individuals' personal information. Where personal information is no longer required by Radio 1RPH, or where required by law, Radio 1RPH will take reasonable steps to securely destroy or de-identify information in accordance with legal requirements for retention and disposal.

Individuals may request access to the personal information Radio 1RPH holds about them. Where reasonable and practicable to do so, and in accordance with the provisions of the *Privacy Act*, Radio 1RPH will provide supervised access to an individual's personal information. Requests to access personal information must be made in writing to the station manager. Corrections or updates to personal information must be made by the individual to whom the information relates. Requests to change personal information supplied by individuals will be actioned as a priority.