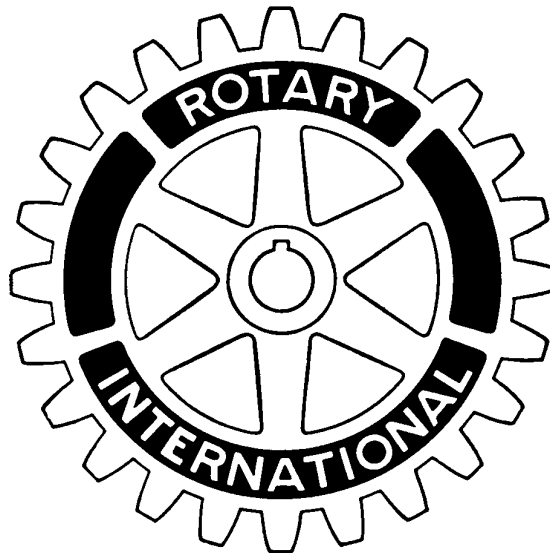


***ROTARY  
INTERNATIONAL  
DISTRICT 9690 Inc.***

**ABN 18 118 819 934**

**INC9890892**

**Formerly ABN 28 216 332 105**



# **PRIVACY POLICY**

The Privacy Policy was approved by the Committee of the Association at its meeting on Wednesday 4<sup>th</sup> November 2009 and adopted at the Annual Resolutions Session at the District Conference on Saturday 20<sup>th</sup> March 2010.

# *Rotary International District 9690 Inc. and The Federal Privacy Act 1988*

Since 1988 most Commonwealth and ACT Government departments and agencies have had to comply with the Privacy Act 1988 (Cth). The Privacy Act also contains safeguards in relation to consumer credit reporting.

From 21 December 2001, ten National Privacy Principles of the Privacy Act have applied to private sector organisations with a turnover of more than \$3M pa and also to all health service providers.

From 21 December 2002, the Privacy Act also covers some small business with a turnover of less than \$3M pa - these are business whose service provides exactly this type of information.

The Federal Privacy Act 1988 **DOES NOT** apply to Rotary Clubs or the Rotary District.

*However in recognition of the growing awareness of privacy issues and the individual's right to privacy, District 9690 will use its reasonable endeavours to ensure the collection, use, management and disclosure of personal information by District 9690 will be approached in a manner that is sensitive to the privacy of Rotary members, their partners and members of the community who are associated with Rotary programs or activities.*

*Personal information will generally only be collected and used for the purpose of advancing the Object of Rotary or participation in its programs or activities.*

*In large part, Rotary only collects information on members to maintain a data base for its operations and it does not trade in that information.*

As Rotary is a voluntary organisation, the information held on members is largely that provided by the member. Equally, data on other people would be obtained, voluntarily, to conduct its programs. No benefit, service or advantage is to be afforded to Rotary by this process. Further, as many Rotary Clubs are incorporated, the model Rules and expectations of incorporation require collection of membership information including names and addresses.

However, best practice for Clubs and the District would be for Rotary operations to be guided by these ten National Privacy Principles as enshrined in the Act.

## ***Policy Statement - Privacy Issues***

### **Principle 1 - Collection**

Rotary should not collect personal information unless the information is necessary for one or more of its functions or activities.

Rotary should collect personal information only by lawful and fair means and not in an unreasonably intrusive way.

If it is reasonable and practical to do so, Rotary should collect personal information about an individual only from that individual.

### **Principle 2 - Use and Disclosure**

Rotary should not use or disclose personal information about an individual for a purpose other than the primary purpose of collection.

If the individual has consented to the use or disclosure then this provision would not apply.

There are a number of other exclusions around this provision.

### **Principle 3 - Data Quality**

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

### **Principle 4 - Data Security**

Rotary should take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Rotary must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose based upon Privacy Principle 2 (above).

### **Principle 5 - Openness**

Rotary has set out in this document clearly expressed policies on its management of personal information. Rotary should make the document available to anyone who asks for it.

On request by a person, Rotary should take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes and how it collects, holds uses and discloses that information.

### **Principle 6 - Access and Correction**

If Rotary holds personal information about an individual, it should generally provide access to the information on request by the individual.

If the individual is able to establish the information held on them is not accurate, complete and up-to-date, Rotary should take reasonable steps to make it so.

### **Principle 7 - Identifiers**

Rotary should not adopt as its own identifier of an individual an identifier of the individual that has been assigned by someone else.

A person's name is not considered an identifier.

### **Principle 8 - Anonymity**

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with Rotary.

### **Principle 9 - Trans-border Data Flows**

Rotary in Australia or an external Territory generally should not transfer personal information about an individual to someone who is in a foreign country (unless it is Rotary International itself or the individual).

### **Principle 10 - Sensitive Information**

Rotary should not collect sensitive information about an individual unless the individual has consented.

If the information is collected in the course of the activities of Rotary, the information should relate solely to Rotary (or to individuals who have regular contact with Rotary) and Rotary should undertake not to disclose the information without the individual's consent. An exemption to this provision would be where the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of an individual.

Sensitive information usually refers to health information.

In this document: Rotary is District 9690 Inc., its District sub-Committees and its Member Clubs.

For further information on the Federal Privacy Act:

Privacy Act 1988  
& Privacy Amendment  
(Private Sector) Act 2000

Privacy Hotline  
1300 363 992  
[www.privacy.gov.au](http://www.privacy.gov.au)