

	Privacy Policy and Procedure	
	Type: Policy/Procedure	Revision: 3.0
	Document Owner: Governance	Date Reviewed: 31.01.19
	Approved By: Board	Approval Date: 31.01.19
	Effective Date: 31.01.19	Document No: ORH-30

1.0 INTRODUCTION

Our Rainbow House is committed to protecting the privacy of personal information which our organisation collects, holds and administers. As a registered Australian Charity and member of the Australian Council for International Development (ACFID), Our Rainbow House is governed by the [Privacy Act 1988](#), the [Australian Privacy Principles](#) and the [Payment Card Industry Data Security Standard](#).

2.0 DEFINITIONS

Employee shall mean any board member, employee, student placement, apprentice, contractor, sub-contractor or volunteer.

Our Rainbow House Inc. Community shall mean all board members, employees, students, parents/guardians, caregivers, volunteers, donors, sponsors and student placements. Any person who is caused to undertake tasks or duties on behalf of Our Rainbow House Inc.

Personal Information is any information which directly or indirectly identifies a person including but not limited to name, address, contact information, date of birth, image, health status and employment history.

3.0 SCOPE

This policy applies to:

- all employees, including full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors, volunteers and partner organizations
- all donors, sponsors and members of Our Rainbow House
- all persons visiting Our Rainbow House School or offices
- all community members involved in Our Rainbow House programs or fundraising and publicity activities.

4.0 PURPOSE

The purpose of this document is to provide a framework for Our Rainbow House in dealing with privacy considerations.

5.0 RESPONSIBILITIES

The Board is responsible for developing, implementing, and reviewing this policy.

6.0 POLICY STATEMENT

Our Rainbow House collects and administers a range of personal information, including images.

This information is collected to engage volunteers and employees, to communicate with members, and to administer the project and the sponsorship programs that finance it.

Our Rainbow House recognises the essential right of individuals to have their information used in ways which they would reasonably expect, and that it be both protected and made accessible to them.

Our Rainbow House shall:

- Collect only the information that is needed;
- Inform all stakeholders why the information is needed: how it will be stored and used; and that they have the right to see and correct their own information.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's written consent;
- Store personal information securely, protecting it from unauthorised access.

7.0 PROCEDURE STATEMENT

Collection

Our Rainbow House shall:

- Develop or review a form for each situation where personal information is collected such as membership application, volunteer and employee application, school records, sponsorship records, publications.
- Ask only for information that is needed.
- Notify stakeholders on the form why we need the information; how it will be stored; who will use it; and how they will use it.
- Notify stakeholders on the form that they can ask to see and correct their own information.

Use and Disclosure

Our Rainbow House shall:

- Only use or disclose information for the primary purpose for which it was collected or a directly related purpose.
- For other uses, Our Rainbow House must obtain written consent from the affected person. Children under 18 cannot legally give consent and need the written consent of their legal guardian. For illiterate persons, and those who do not speak fluent English, an interpreter is needed. The written consent must be signed by the named interpreter and the person's thumbprint.

Data Quality

Our Rainbow House shall:

- Take reasonable steps to ensure the information is accurate, complete, up to date, and relevant.

Data Security and Retention

Our Rainbow House shall:

- Safeguard the information we collect and store against misuse, loss, unauthorized access, and modification.
- Only destroy records in accordance with legal obligations.

Openness

Our Rainbow House shall:

- Ensure stakeholders are aware of this Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on our website.

Access and Correction

Our Rainbow House shall:

- Give individuals the right to see the information held about them and to correct it if it is inaccurate, incomplete, misleading or out of date.

Anonymity

Our Rainbow House shall:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

Our Rainbow House may:

- Release personal information about a person only with that person's express written permission. For personal information to be released, the person concerned must sign a release form.
- Release information to police or other legal authorities where required by law.

7.0 REVIEW

Date of next review: 01/03/2023 or after any serious incident, to determine if the policy and associated procedure has been effective.