

Red Cliffs Community Resource Centre. Inc.
23 Indi Ave RED CLIFFS VIC 3496
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ABN: 36 345 726 854
Inc. A0028520U



PRIVACY POLICY

Policy number	31	Version	1
Drafted by	Joanne Farrell	Approved by Board on	
Responsible person		Scheduled review date	

Introduction

The Board of Red Cliffs Community Resource Centre is committed to protecting the privacy of personal information, which the organisation collects, holds and administers. Personal information is information, which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Red Cliffs Community Resource Centre in dealing with privacy considerations.

Policy

Red Cliffs Community Resource Centre collects and administers a range of personal information for the purposes of [insert purposes]. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Red Cliffs Community Resource Centre recognizes the essential right of individuals to have their information administered in ways, which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (CT).

Red Cliffs Community Resource Centre is bound by laws, which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Red Cliffs Community Resource Centre will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorized access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Authorisation

Mr. Andrew Graham

Date

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