

PRIVACY POLICY

Policy number	PPO16-1	Version	01
Drafted by	Sara Graham	Approved by board on	17/08/2015
Responsible person	Sara graham	Scheduled review date	17/08/2017

INTRODUCTION

The Board of Straight Arrows Inc. 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 Straight Arrows Inc. in dealing with privacy considerations.

POLICY

Straight Arrows

for the purposes of representing all people living with HIV in Victoria and is committed to the advancement of human rights and wellbeing of all people living with HIV. Inc. collects and administers a range of personal information for the purposes of representing and providing support services to women and heterosexual men who are living with HIV and their families. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Straight Arrows Inc. recognises 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 (Cth).

Straight Arrows Inc. 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.

Straight Arrows Inc. 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 unauthorised access; and

- Provide stakeholders with access to their own information, and the right to seek its correction.

AUTHORISATION

A handwritten signature in black ink, appearing to read "W. Hornsby", with a large, sweeping flourish underneath.

Wayne Hornsby

17 August, 2015

Straight Arrows Inc.