

PRIVACY POLICY TT-01

Version Control

Version	Date	Approved By	Description	Review Date
1.0	Nov 2023	Board	New policy	Nov 2024

Background

The purpose of this policy is to ensure that Little Things for Tiny Tots ('the charity') protects the privacy of the personal information which the charity is required to collect, hold, use and manage in operating its business.

While the charity is not obliged to comply with the Privacy Act, it is committed to transparency, accountability and good governance practices.

Context

The charity collects personal information from staff, volunteers, donors, community welfare and social service agencies, beneficiaries, suppliers and members of the public ('individuals and organisations') and uses this information where relevant as part of its day to day operations, service provision, strategic planning and to meet reporting requirements.

Definitions

Personal Information: Information about an individual who is identified or reasonably identifiable from the information.

Relevant Legislation	<ul style="list-style-type: none"> ● Privacy Act 1988 ● Privacy Amendment (Enhancing Privacy Protection) Act 2012 ● Australian Privacy Principles
Related Policies/Other Key Documents	<ul style="list-style-type: none"> ● Register of Volunteers ● Register of Agencies ● Social Media Policy TT-08 ● Record Management Policy TT-19

Scope

This policy applies to all individuals and organisations with whom the charity deals.

Policy



The charity holds personal information in various forms, including in hard copy documents, electronic databases, and email contact lists.

It is the charity's policy that it will take reasonable steps to:

- only collect personal information that is reasonably necessary for, or directly related to, one or more of its functions or activities
- only collect personal information if the individual consents to the information being collected
- ensure the personal information it collects and uses is accurate, up to date and (in the case of use) relevant;
- protect the personal information that is collected from misuse, interference and loss and from unauthorised access, modification or disclosure;
- ensure any information used in the public domain is deidentified (e.g. reporting total number of volunteers rather than individual details) ;
- ensure no personal information on both individuals and individuals within organisations is passed on to any third parties unless legally required to do so; and
- destroy or permanently de-identify personal information that is no longer needed for any purpose.

Individuals and organisations will be asked permission to consent to having their photo shared on social media however, each has the right to refuse, and especially where a child might be involved.

Policy Contact

If there is personal information the charity holds that may be out of date and requires updating, or for any questions or complaints regarding the privacy policy, please contact the Operations Manager via the options listed below:

- Post: 13/24 Parkland Rd, Osborne Park, WA 6017
- Email: operations@littlethings.org.au