



## **BJARNE K DAHL TRUST PRIVACY POLICY**

### **Background**

The Board of Managing Trustees of the Bjarne K Dahl Trust is committed to protecting the privacy of personal information that the Trust collects, holds and administers.

The Trust is bound by Victorian Privacy Laws, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The Trust has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

This policy cannot overrule the The Bjarne K Dahl Trust's Scheme of Administration (SoA) or the legislation that enforces it, rather this policy acts as to articulate the values the Trust holds central to our work describes the boundaries of acceptable behaviors for the organization based on these, as well as identifying the areas in which procedures are required to police these boundaries.

This policy is designed to be enabling, responsive flexible and positive.

### **Purpose**

The purpose of this document is to provide a framework for The Bjarne K Dahl Trust in dealing with privacy considerations.

### **Definitions**

In this document

- The Bjarne K Dahl Trust is referred to as the Trust
- The Board of Managing Trustees is referred to as the Board
- Personal information in this privacy policy means
  - Information which identifies individuals
  - Information from which a persons identity can be reasonably ascertained
  - Information which indirectly identifies an individual

### **Policy**

1. The Trust collects and administers a range of personal information for the purposes of our work. The Trust is committed to protecting the privacy of personal information it collects, holds and administers.
2. The Trust recognises the essential right of individuals to have their information administered in ways 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.
3. In broad terms this means that the Trust will:
  - a. Collect only information which the Trust requires for its primary function;
  - b. Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
  - c. Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
  - d. Store personal information securely, protecting it from unauthorised access; and
  - e. Provide stakeholders with access to their own information, and the right to seek its correction.

### **Guidelines**

1. In dealing with personal information The Trust will adhere to the Procedures outlined below.
2. What sort of information may the Trust collect and hold?

The Trust may collect and hold information about individuals and organisations such as:

  - a. Information collected when we are contacted or a donation is made
  - b. This includes individual names, address, date of birth, contact details and other personal details
  - c. Financial information that has been submitted to us
  - d. Content of any correspondence, messages, feedback or comments submitted to us
  - e. From time to time, the Trust may also collect information submitted when individuals participate in any surveys or research that we conduct.
3. How does the Trust collect information?
  - a. Where possible, information is collected directly when the Trust is contacted, or when the Trust contacts individuals and organisations by telephone, mail or email in response to a request, comment or feedback.

- b. The Trust may also collect information that tells us about visitors to our website. The information collected may relate to date, time, duration of the visit, number of visitors, and the web pages that generate the most hits. The information will not generally be linked to the identity of the visitors.
4. How is personal information used and disclosed?
  - a. The Trust may use or disclose information for the following purposes:
    - i. For the purposes for which it was collected;
    - ii. Where the person has consented to the use or disclosure;
    - iii. Where the Trust is permitted, authorised or required to do so by law;
    - iv. To enable the Trust to confirm a persons identity when dealing with them and generally to maintain our relationships;
    - v. To assist in the proper functioning and development of the Trust's operations,
  - b. The Trust will not disclose personal information to other persons or organisations without written permission of the individual concerned.
5. How is personal information held?
  - a. Personal information is held in a combination of computer storage facilities, paper-based files and other records. These facilities and records are located at secured premises.

### Procedures

1. Collection  
The Trust will:
  - a. Only collect information that is necessary for the performance and primary function of the Trust.
  - b. Notify stakeholders about why we collect the information and how it is administered.
  - c. Notify stakeholders that this information is accessible to them.
2. Use and Disclosure  
The Trust will:
  - a. Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
  - b. For other uses we will obtain consent from the affected person.
3. Data Quality  
The Trust will:
  - a. Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.
4. Data Security and Retention  
The Trust will
  - a. Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
  - b. Only destroy records in accordance with relevant legislation and ensure that destruction is permanent (e.g. paper records are shredded, electronic records are permanently deleted)
5. Openness  
The Trust will:
  - a. Ensure stakeholders are aware of this Privacy Policy and its purposes.
  - b. Make this information freely available in relevant publications and on the Trust's website.
6. Access and Correction  
The Trust will:
  - a. Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.
7. Anonymity  
The Trust will:
  - a. Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.
8. Making information available to other service providers  
The Trust will
  - a. Only release personal information about a person with that person's expressed written permission.
  - b. And may release information to third parties where it is requested by the person concerned in writing.