

Privacy Policy & Guidelines

Policy

The purpose of the policy is to detail how MNA protects your privacy and how we comply with the requirements of the Privacy Act and the 13 Australian Privacy Principles.

Privacy Guidelines

What kind of information does MNA or its subcommittees collect, including employees, volunteers and event participants?

- **Personal Information** including names, addresses and other contact details; dates of birth; next of kin details; financial information, photographic images and attendance records.
- **Sensitive Information** (particularly in relation to children and employee records) including nationality, country of birth, languages spoken at home, family court orders and criminal records.
- **Health Information** (particularly in relation to children/event participants and employees) including medical records, disabilities, immunisation details, individual health care plans, counselling reports, nutrition and dietary requirements.
- **Personal information you provide** - MNA will generally collect personal information held about an individual by ways of forms filled out by parents, children or event participants, face-to-face meetings, interviews, telephone calls etc.
- **Personal information provided by others** - In some circumstances MNA may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference.

How will MNA use the personal information you provide?

In relation to personal information of staff, volunteers and event participants, MNA's primary purpose of collection is to enable MNA and its Subcommittees to provide a safe and valuable experience for the employee or event participant. The purposes for which MNA uses personal information of employee, volunteers and event participants include:

- To keep parents informed about matters related to their child's participation at an event.
- Event administration.
- Looking after an event participants social and medical well-being.
- Seeking donations and marketing for the college.
- To satisfy the MNA's legal obligations and allow MNA to discharge its duty of care.

Storage & Security of Personal Information

We store personal information in a variety of formats including on databases, in hard copy files and on personal devices including laptop computers, mobile phones, cameras and other recording devices.

The security of personal information is of importance to MNA and we take all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

Who might MNA or its Subcommittees disclose personal information to?

MNA may disclose personal information, including sensitive information, held about an individual to:

- Government departments;
- Medical Practitioners;
- People and/or companies providing services to the MNA;
- Recipients of MNA publications, like newsletters and website;

How will MNA treat sensitive information?

Sensitive information means: Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information.

Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

Disclosure of personal information to overseas recipients

We may disclose personal information about an individual to overseas recipients in certain circumstances, such as when we are organising an overseas excursion, or storing information with a "cloud computing service" which stores data outside of Australia.

How to update your personal information

MNA endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by MNA by contacting the MNA Board or its Subcommittees at any time.

How to gain access to your personal information we hold

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which MNA or its Subcommittees hold about them and to advise MNA of any perceived inaccuracy. Requests to access any information MNA holds about individuals are to be made in writing to the Chairperson, MNA Board.

MNA may require you to verify your identity and specify what information you require. MNA will charge an hourly fee to cover the cost of verifying your application and locating, retrieving, viewing and copying any material requested. If the information sought is extensive, MNA will advise the likely cost in advance.

A Parent may seek access to personal information held by MNA and about them or their child by contacting the Chairperson of MNA. However, there will be occasions when access is denied pursuant to exceptions under the Privacy Act. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others. Or where the release may result in a breach of the MNA's duty of care to the child.

How to make a complaint

An individual whose personal information is/has been held by MNA or a Subcommittee may lodge a complaint in writing to the Chairman MNA Board about an act or practice of MNA which the individual believes to be inappropriate or unlawful.

The Chairperson will investigate the complaint and a decision will be made concerning the complaint and the complainant will be advised in writing of the result of the investigation within 30 days of the complaint.

Should the complainant be dissatisfied with the MNA's response, the complainant can make a complaint to the Office of the Australian Information Commissioner.

Version

1.0

Review

Jan 2018 or as required