

# NATIVE ANIMAL NETWORK ASSOCIATION POLICY STATEMENT

## PRIVACY POLICY & PROCEDURES

*Adopted: DRAFT*

### INTRODUCTION

The Committee of the Native Animal Network Association is committed to protecting the privacy of personal information which the association collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

### PURPOSE

This document provides a framework for NANA in dealing with privacy considerations.

### POLICY

NANA collects and administers personal information for the purposes of maintaining a register of members, to facilitate communication with those members, and to assist in the management of the association. The association is committed to protecting the privacy of personal information it collects, holds and administers.

While NANA is not bound by existing privacy legislation, we have adopted basic privacy principles contained in the Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information required for our primary function;
- Ensure that members are informed as to why we collect, 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 members with access to their own information, and the right to seek its correction.

### PROCEDURES

NANA will:

- Only collect information that is necessary for our performance and primary functions.
- Only use or disclose information for the primary purpose for which it was collected or a directly related purpose. For other uses we will obtain consent from the affected person.
- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.
- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Inform members of our privacy policy and its purposes.
- 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.
- Give members the option of not identifying themselves when completing membership forms, renewal forms or opinion surveys.
- Subject to the constraints above, only release contact details of members to other members if the committee considers the request for information to be valid, and that the member who requests the information undertakes to use it only for the purpose stated in the request.

### RESPONSIBILITY

NANA's Committee of Management is responsible for adopting this policy. All NANA members and volunteers are responsible for the implementation of this policy.