

# BAWINANGA HOMELANDS ABORIGINAL CORPORATION

## POLICY – BHAC-POL-CS-008 Privacy



<b>Policy No.:</b>	BHAC-POL-CS-008
<b>Policy Area:</b>	Corporate Services
<b>Approval Date:</b>	
<b>Next Review Date:</b>	October 2026
<b>Last Review Date:</b>	August 2024
<b>Responsible Person:</b>	Chief Executive Officer

### Summary

At Bawinanga Homelands Aboriginal Corporation (BHAC), we respect the Australian Privacy Principles (APP) and we train our employees to understand and comply with these principles especially those involved the handling of personal information.

### Policy

We ensure the confidentiality of any personal information collected under the APP:

- Personal information is only collected to identify stakeholders and confirm training, qualifications, and licenses to enable us to ensure the quality of our products and services.
- Information is only to be used to ensure that we communicate effectively with our stakeholders and is never disclosed to other parties.
- Every attempt is made to ensure any data collected will be accurate, complete and current.
- Every attempt is made to protect data from misuse, loss or unauthorized use.
- We encourage our stakeholders to proactively update their personal information
- No Commonwealth or State identifiers are collected or used.
- It is impractical for individuals to remain anonymous to office personnel. However, every attempt will be made to ensure anonymity when requested or deemed necessary.
- No information will be transferred internationally unless necessary for the provision of our products and services for international stakeholders.
- Sensitive personal information will not be collected, stored or transmitted unless specifically agreed to by the individual stakeholder.

Where applicable, all personal information will be collected from the individual stakeholder, however there may be a requirement that personal information will be collected from:

- Commonwealth Government
- State Government
- Statutory authorities
- Community and health care providers
- Not for Profit Entities and
- Private Entities

If there is a requirement to collected personal information from other entities, this must be done in agreement with the individual stakeholder.

### Applicability

This policy is applies to all BHAC Directors, full-time, part-time and causal employees, and relevant contractors.

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### Risks

BHAC may suffer financial or reputational loss if the policy is not followed.

### Definitions

Name	Description
BHAC	Bawinanga Homelands Aboriginal Corporation
Personal information	refers to information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information is recorded in material form or not.
APP	Australian Privacy Principles

### Related Information

Description	Policy Number, Form or Workflow
PROCEDURES Corporate Services	BHAC Corporate Services Procedures
PROCEDURES Human Resources	BHAC Human Resources Procedures
<i>Privacy Act 1988</i>	<a href="https://www.oaic.gov.au/privacy/australian-privacy-principles">https://www.oaic.gov.au/privacy/australian-privacy-principles</a>
Grievance Policy	BHAC-POL-CS-HR-014



### Procedures

#### Employee Privacy

Collection of employee personal information is to be treated as private and confidential, including all health information.

Generally, no one can access the information except the employee, BHAC Human Resource team, or the Payroll Officer. However, Industrial Inspectors, trade union officials, law enforcement agencies, investigative bodies or government agencies may be able to access the employee records (including personal information) to determine if there has been a contravention of laws.

Employees and former employees have a right to access personal information held about them by BHAC. All requests must be made in writing giving 24hours notice.

Supervised access will be granted upon request unless:

- It is determined that access would pose a serious threat to the life or health of any individual,
- Access would breach the privacy of another individual,
- Access is not permitted by any law or court order,
- It is determined that access would prejudice enforcement activities breaches of law, or
- It is determined that access would prejudice investigations and dispute resolution proceedings.

If the access request is refused, BHAC will provide a written response providing reasons for the decision.

If an individual believes BHAC has breached an APP or they are dissatisfied with the manner in which their personal information has been dealt with, they must first contact BHAC in writing using BHAC-POL-CS-HR-014 Grievance Policy.