

## 2.8 Privacy Policy

Version:001

Date approved: 4 Oct 2022

Date of review:

Authority to amend:

### Related documents

*Australian Privacy Principles*

*Privacy Procedure*

*Confidentiality Policy*

The purpose of this policy is to provide a framework for the protection of individuals regarding the collecting, use, storage and processing of their personal information.

Personal information is any information that directly or indirectly identifies a person.

### Policy

Money Mentors is committed to protecting and upholding the right to privacy of clients, staff, volunteers, Board members and representatives of agencies we deal with.

MONEY MENTORS is particularly committed to protecting and upholding the rights of our clients to privacy in the way we collect, store and use information about them, their needs and the services we provide to them.

MONEY MENTORS requires staff, volunteers and Board members to be consistent and careful in the way they manage what is written. The content of records must be written in an objective and professional manner and not include discriminatory or defamatory statements.

MONEY MENTORS will follow the guidelines of the *Australian Privacy Principles* and ensure that:

- it meets its legal and ethical obligations in relation to protecting privacy
- clients and personnel are provided with information about their rights regarding privacy
- all staff, volunteers, Board members and contractors understand what is required in meeting these obligations.

MONEY MENTORS commits to:

- Collect only information that MONEY MENTORS requires for its primary activities.
- Ensure that clients are informed as to why MONEY MENTORS collects the information and how it administers the information gathered.
- Use and disclose personal information only with the person's consent, unless required by law, a court order or duty of care to protect the safety of an individual.
- Store personal information securely, protecting it from unauthorised access; and

- Upon request, provide individuals with access to their own information, and the right to seek its correction.

#### Use of photographs

MONEY MENTORS will ensure that it has permission to use photographs that identify individuals.

Where possible, MONEY MENTORS will ask individuals to sign a release form, authorising permission for their photograph to be used for MONEY MENTORS publicity or reporting purposes.

When photographs are supplied by a third party, the third party will be asked if permission has been obtained to use the photographs. Written confirmation from the third party (email, letter or fax) will be accepted as authorisation by the individual/s involved.

***Money  
Mentors***