



PRIVACY POLICY

Please contact the owner for **Enquiries and Proposed Changes**

<b>TITLE:</b>	<b>PRIVACY POLICY</b>		
<b>SENIOR EXECUTIVE OWNER:</b>	General Manager Human Resources		
<b>RECOMMENDING BODY:</b>	Policy and Quality Group		
<b>APPROVER AND OWNER:</b>	State Council		
<b>ISSUE DATE:</b>	June 2018	<b>ISSUE NO:</b>	5
<b>REVIEW DATE:</b>	June 2020		

**Record of Issues**

Issue / Version No	Issue / Re-issue / Review Date	Nature of Amendment
1	September 2001	New policy
2	September 2010	Revised policy – initial review
3	November 2012	Review – minor changes, removal of Vincent Care
4	December 2014	Revised to ensure alignment with new legislation
5	May 2018	Revised for updates and separate policy and procedure

**Users must check the “Document Master List” (on SharePoint) to verify that this is the current version before use.**

The versions maintained on the Intranet are the official controlled documents and any downloaded or printed hardcopy is uncontrolled. No changes are to be made to this document without the agreement of the authorising signatory and must be approved by the responsible manager before implementation.

A Document Change Request [DCR] must be completed for all changes.

**STATEMENT OF PURPOSE**

St Vincent de Paul Society Victoria (The Society) is committed to the aims and objectives of the *Privacy Act 1988*, *Privacy Data and Protection Act 2014*, *Health Records Act 2001* and all future legislated Amendments from time to time.

The Society is committed to protecting the personal information that we collect, use and disclose. The Society will take reasonable steps to protect the personal, sensitive and health information the Society stores from misuse, interference and loss, and from unauthorised access, modification or disclosure.

This policy supports the Society's need to collect information and the right of the individual to privacy.

The Society can collect personal information necessary for its services and functions, while recognising the right of individuals to have their information handled in a way that they would reasonably expect and in ways that protect their personal information.

The Society is committed to a culture of corporate compliance and the promotion of lawful and ethical behaviour and transparency in commercial, legal and other stakeholder dealings.



## FOR FURTHER INFORMATION

Privacy Officer  
St Vincent de Paul Society  
43 Prospect Street  
Box Hill VIC 3128  
Telephone: (03) 9895 5921

## REVIEW

- This policy is subject to 2 yearly review from the date of approval.
- Any changes to relevant legislation or statutory requirements will result in review
- Any staff member who wishes to make any comments about this policy may forward their suggestions to the Senior Executive Owner (General Manager Human Resources).

## RELATED DOCUMENTS

- St Vincent de Paul Society – Privacy Procedure (May 2018)

### St Vincent de Paul Society Victoria's Privacy Officer details

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### St Vincent de Paul Society Victoria Chief Executive Officer details

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