

Cystic Fibrosis WA

Privacy Policy

Preamble

Since 21 December 2001, CFWA has complied with the requirements of the Privacy Act (1988) as amended from time-to-time.

The fundamental requirements of the Privacy Act (1988) are set out in the National Privacy Principles (NPPs). They set out how an organisation such as Cystic Fibrosis WA should collect, use, keep, secure, and disclose personal information. Furthermore, the NPPs give individuals a right to know what information the organisation holds about them and a right to rectify it if it is incorrect.

Application of This Statement

CFWA is committed to compliance with the Privacy Act (1988) and this statement sets out the policy parameters for handling of personal information collected when conducting its business or dealing with clients and/or members.

What Personal Information Does CFWA Collect, and Why?

Personal information is any information from which an individual's identity may be ascertained. CFWA collects information that is necessary for it to provide its services, conduct its business operations that support these services, and provide database demographics such as identifying fundraising activities or volunteers.

Cystic Fibrosis WA

The Niche
11 Aberdare Rd
Nedlands WA 6009

Postal Address
PO Box 959
Nedlands 6909

T: +61 8 6457 7333
F: +61 8 6457 7344
E: admin@cfwa.org.au

Disclaimer: The information contained herein is provided in good faith. However accuracy of any statements is not guaranteed by Cystic Fibrosis Australia. We provide the information on the understanding that persons take responsibility for assessing relevance and accuracy. Individuals are encouraged to discuss their health needs with a health practitioner.

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The nature of the personal information collected includes: name(s), age, address (home, work, postal), contact details including telephone numbers and e-mail addresses, banking details, occupation, and family relations. In addition, CFWA collects health information for clients and/or members to custom tailor and streamline the services provided to them.

Disclosure of Personal Information

CFWA, in using personal information/health information for the above purposes, may need to disclose information to various organisations and/or third parties such as the ATO, financial institutions, superannuation authorities, and contracted service providers.

CFWA may also disclose information in special cases where such action is considered reasonably necessary to, for example:

- to conform to legal requirements
- to enforce CFWA's contractual arrangements
- act to protect the interests of CFWA clients and/or members

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How Does CFWA Protect Personal Information?

- All employees sign a “Confidentiality Statement” upon commencement of employment
- Access to client database, Donor Management, is restricted to employees or third parties (i.e. volunteers) on a “need-to-know” basis for them to perform their duties
- Archiving and destruction of information is performed in accordance with the Retention & Disposal Schedule - refer “Records Management policy”
- Personal information is securely held with restricted access
- Electronic security is installed to the office premises in The Niche building
- E-mail and facsimile communications contain privacy statements

How You Can Help Protect Your Information and Privacy

If you are providing CFWA with personal information, or conversely, CFWA sends correspondence which includes personal details, CFWA requests you take the necessary steps to ensure that it is accurate, complete, and current.

CFWA also provides recipients of information relating to specific events the opportunity to consent or otherwise for CFWA to collect and use the information for purposes other than the specified event. An example for Great Strides is provided below:

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Private Sector Provisions (Privacy Act 1988): All information provided on the Registration Form will be collected and placed on CFWA's donor data base and used for the purposes associated with Great Strides and other CFWA events. It will not be provided to any other person or organisation, unless required by Law. If you do not consent to CFWA collecting and using the information for any purpose other than Great Strides, please tick this box

How Personal Information May be Corrected, Accessed or Updated

An individual may view their personal information at any time (subject to the Privacy Act (1988)) and advise CFWA if they believe the information to be correct by contacting CFWA:

Contact Person & Details: Finance & Admin Manager, CFWA

"The Niche", 11 Aberdare Road, NEDLANDS WA 6009

Telephone: (08) 6457 7333

Facsimile: (08) 6457 7344

Author: Kerry Mordaunt, CEO

Authorised by: Kerry Mordaunt, CEO

Revised by: Ric Reyerson, Finance & Admin Manager

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