**Rotary Club of Liverpool West Incorporated.**

**Privacy Policy**

**1. Background**

Personal information is defined by the NSW Privacy and Personal Information Protection (PPIP) Act (1998) as: “any information or opinion about an individual or which is reasonably capable of identifying an individual”. The NSW PPIP Act governs the collection, use and storage of personal information in NSW.  The PPIP Act sets out specific information and Protection Principles to guide the collection and use of personal information.  Rotary International Liverpool West adopts these principles.
Rotary Club of Liverpool West Inc, its functions, projects, programs and activities (hereafter Liverpool West,) collects personal information relating to members and participants, and maintains a database accessible for updating purposes.

**2. Purpose**
The purpose of this Policy is to protect the privacy of individuals and organisations about whom Liverpool West collects and/or holds information. This Policy outlines the guidelines which must be observed when collecting, storing and using personal and confidential information.

**3 Legislation**
The NSW PPIP Act governs the collection, use and storage of personal information across NSW.

**4 Principles**
The PPIP Act sets out specific Information Protection Principles to guide the collection and use of personal information. Liverpool West adopts these principles:

**5 Collection**
5.1. Liverpool West should not collect personal information unless the information is necessary for one or more of its functions, projects or activities.

5.2. Lawful – when Liverpool West collects your personal information, the information must be collected for a lawful purpose. It must also be directly related to Liverpool West’s activities and necessary for that purpose.

5.3. Direct - your information must be collected directly from you unless you have given your consent otherwise. Parents and guardians can give consent for minors.

5.4 Open - you must be informed that the information is being collected, why it is being collected and who will be storing and using it. Liverpool West should also tell you how you can see and correct this information.

5.5 Relevant – Liverpool West must ensure that the information is relevant, accurate, up-to-date and not excessive. The collection should not unreasonably intrude into your personal affairs.

**6 Storage**

6.1. Secure - your information must be stored securely, and password protected. It must also not be kept any longer than necessary, (e.g. on the closure of a function, program or project and/or the person ceasing to be involved in the function, program or project). The information must be disposed of appropriately so that it will not become available to others. It should be protected from unauthorised access, use or disclosure.

**Access**

6.2 Transparent – Liverpool West must provide you with enough details about what personal information they are storing, why they are storing it and what rights you have to access it.

6.3 Accessible – Liverpool West must allow you to access your personal information without unreasonable delay and any expense.

6.4. Correct - Liverpool West must allow you to update, correct or amend your personal information where necessary.

**7 Use**

7.1 Accurate – Liverpool West must make sure that your information is accurate before using it.

7.2. Limited – Liverpool West can only use your information for the purpose for which it was collected, for a directly related purpose, or for a purpose to which you have given your consent. It can also be used without your consent in order to deal with a serious and imminent threat to any person's health or safety.

**8 Disclosure**

8.1 Restricted – Liverpool West can only disclose your information with your consent or if you were told at the time they collected it from you that they would do so. Liverpool West can also disclose your information if it is for a related purpose and they don't think that you would object.

8.2. Safeguarded – Liverpool West cannot disclose your sensitive personal information without your consent.

**9. Responsibilities for managing privacy**
Responsibilities for the management of personal information are the domain of any individual within Liverpool West with access to, or responsibilities for such information. Liverpool West promotes specific responsibilities to certain individuals/positions. Those individuals will then be in a position to ensure that all persons holding office are suitably instructed either through training or the introduction of Policies and Procedures, as to their obligations in relation to the protection of personal information in their handling.

**10 Privacy Contact Officer**
As a matter of good practice, Liverpool West has appointed its Public Officer as the designated officer to whom members of the public can direct any queries or complaints in the first instance. Privacy Contact Officers are also the primary point of contact for liaison with Privacy NSW.

**11 Breeches**

Breeches of this policy must be reported to the D9675 Secretary in a timely manner.

**12 Trans- border data flows**

Liverpool West generally should not transfer personal information about an individual to someone who is in a foreign country unless it is to Rotary International or the individual.

**13 European Union**

Care must be taken in the gathering and security of information about persons who are EU citizens or are visiting the EU. (refer to The General Data Protection Regulation (GDPR) (EU) 2016/679 0.