

## POLICY STATEMENT

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Kidney Support Network is bound by the *Privacy Act* 1988 (Cwth) (“**the Act**”), which requires the organisation to comply with the 10 National Privacy Principles (“**the NPPs**”), which sets out minimum standards in relation to the collection, use, storage and disclosure of all personal information that is collected by the Organisation. The Organisation will take all reasonable steps to protect the privacy of the personal information that it collects uses or discloses.

## OUTLINE

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### Application of this Policy

This policy applies to all volunteers / employees and prospective volunteers/ employees of the organisation. This Policy does not apply to acts and practices of the organisation which relate directly to the personal information the organisation collects from patients, customers, suppliers, contractors, agents and any other individuals.

### What is Personal Information?

Personal information is any information that can be used to identify a person. This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded.

Confidential and Personal Information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any personal information about an individual;
- any information about a supplier, customer, agent or contractor of the Organisation;
- any personal information about an employee or colleague (including a prospective or former employee); and
- any information about the Organisation’s business affairs or business systems.

Sensitive information is a special category of personal information and includes, but is not limited to, information about a person’s health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, or criminal record. The Organisation will not disclose a person’s sensitive information without the person’s consent, unless there is a need to disclose such information in accordance with the Act or to comply with any other legislation.

### Security of Personal Information

The Organisation will take reasonable steps to secure a personal information.

### Complaints

If a person has a complaint about the Organisation’s privacy practices it should contact the Chief Executive Officer.

### Volunteer/Employee Obligations

All employees of the Organisation must not disclose confidential or personal information which is collected by the Organisation about its suppliers, customers, agents or contractors. If an employee is not sure whether information is confidential or personal then they must check with the Chief Executive Officer.