



## JOSEPHITE COMPANIONS LEADERSHIP TEAM

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### PRIVACY POLICY

#### 1. INTRODUCTION

The Josephite Companions Leadership Team (JCoLT) is committed to protecting the privacy of personal information which the Companion Movement collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

#### 2. PURPOSE

The purpose of this document is to provide a framework for the Josephite Companions Leadership Team in dealing with privacy considerations.

#### 3. POLICY

JCoLT collects and administers a range of personal information for the purposes of sending newsletters and having a database of members to identify those belonging to the Movement.

JCoLT is committed to protecting the privacy of personal information it collects, holds and administers.

JCoLT recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988.

JCoLT is bound by laws which impose specific obligations when it comes to handling information. JCoLT has adopted the following principles contained as minimum standards in relation to handling personal information.

JCoLT will

- collect only information which the Movement requires for its primary function
- ensure that members are informed as to why we collect the information and how we administer the information gathered
- use and disclose personal information only for our primary functions, for a directly related purpose or for another purpose with the person's consent
- store personal information securely, protecting it from unauthorised access
- provide members with access to their own information, and the right to seek its correction
- The information will be stored at Mary MacKillop Place North Sydney

- Only JCoLT members, the Secretary who updates and deletes names from the database and the Congregational Leadership Team will have access to the database
- No information will be given to other organizations

#### **4. COMMUNICATION AND IMPLEMENTATION**

All who work in the Companion Movement - paid employees and volunteers - will be aware of this Policy and understand its implications. Casual volunteers will only have access to what is needed for them to perform their role.

#### **5. ACCOUNTABILITY**

Accountability for the implementation of this Policy lies with the Chair and members of JCoLT (Josephite Companions Leadership Team)