



## PRIVACY STATEMENT AND POLICY

### 1. Privacy Statement

Girl Guides Victoria respects its members' privacy and is committed to protecting the privacy of all individuals it deals with. This document sets out Girl Guides Victoria's policies on collecting and handling personal information (as found in the Victorian Information Privacy Act 2000 {Information Privacy Act} and the Victorian Health Records Act 2001 {Health Records Act}).

### 2. Privacy Policy

#### 2.1 Collection and use of your personal information

Girl Guides Victoria is part of a worldwide organisation for girls and young women. Our mission is "Helping girls and young women grow into confident, self-respecting, responsible community members".

Girl Guides Victoria needs to collect and retain personal information about its past and present adult members, youth members and their parents/guardians, and other individuals we deal with so that we can provide products and services which enable us to fulfil our mission and our obligations to you and to others in relation to your role. If Girl Guides Victoria does not collect this personal information, we may not be able to carry out the purposes described above satisfactorily.

All personal information collected by Girl Guides Victoria will only be used for our operations. Unless you tell Girl Guides Victoria not to do so, we may occasionally send you information about products and services offered by organisations other than Girl Guides Victoria that may be of interest to you.

#### 2.2 Types of data collected

Generally, Girl Guides Victoria collects personal information about you from you unless (a) it is not reasonable or practical to do so or (b) you have given consent for the information to be collected from another source. The information that Girl Guides Victoria collects about you includes your name, date of birth, address, contact details, nationality, information about your parents/guardians (in the case of youth members) and information about your occupation (if employed). Girl Guides Victoria also collects personal information of a sensitive nature such as health and medical information for use in medical situations, passport numbers for international travel if applicable and criminal record checks on potential Leaders and adults working with youth members.

## **2.3 Disclosure and security of personal information**

Girl Guides Victoria will take reasonable steps to maintain control of all personal information we hold about you and keep all personal information we hold securely.

Girl Guides Victoria may need to disclose your personal information (eg. contact details) to other members, parents/guardians, Leaders and other volunteers/helpers to facilitate communications

which will assist us in fulfilling our mission. Other than this, as a general rule, Girl Guides Victoria will not provide personal information to any third parties except:

- a) to Guides Australia or Guides associations of each State or Territory, for the same kinds of purposes listed above;
- b) to contractors engaged to provide services in connection with the purposes mentioned above;
- c) if it is otherwise permitted or required by the Information Privacy Act, the Health Records Act or any law; or
- d) with your consent.

## **2.4 Access**

You have certain rights under the Information Privacy Act and the Health Records Act to access personal information that Girl Guides Victoria holds about you and to advise us of any inaccuracies.

Your requests may be made to our Privacy Officer: Ms Wendy Lewis

PO Box 827, South Melbourne 3205

wlewis@guidesvic.org.au

Phone: 03 8606 3500

Fax: 03 9699 6277

To obtain access, you will have to provide proof of your identity. This is necessary to ensure that personal information is provided only to the correct individuals and that the privacy of others is not undermined. We may deny your request in some circumstances and if we do so, we will tell you why.

There is no fee for requesting access to, or updating, your personal information held by Girl Guides Victoria. However, we reserve the right to charge a reasonable fee (no more than \$30) in order to cover any costs associated with providing access to your information.

## **2.5 Website**

You can access the Girl Guides Victoria home page and browse our website anonymously, without disclosing your personal information. Girl Guides Victoria does not collect or record personal information via our website except when you knowingly provide it. If you choose to provide personal information via our website, we will generally use that personal information only for the purposes for which you provided it. The Internet is not a secure environment. If you use the Internet to send us any information, including your email address, it is sent at your own risk.

Girl Guides Victoria is not responsible for the information practices of third parties which can be accessed via links on the Girl Guides Victoria website. When you link to another website, we recommend that you read the privacy statement of that site to familiarise yourself with its privacy policy.

For statistical purposes, non-personalised information on website activity may be collected (eg. the number of users who visit the website).