



Islamic Council of Victoria

ICV Privacy Policy

Policy statement:

The Board of the ICV is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Rationale:

The credibility of ICV processes and decision making may be questioned if there is a reasonable perception that:

1. A member, their family, or close associates, could benefit personally from decisions of the Board.
2. A member may be biased towards a particular outcome as a result of private or professional interests or associations.

Purpose and Objectives:

The purpose of this document is to provide a framework for the ICV in dealing with privacy considerations.

Application:

This policy applies to the ICV.

Procedure:

Collection

The ICV will:

- Only collect information that is necessary for the performance and primary function of the ICV.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
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Use and Disclosure

The ICV will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.



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Data Quality

The ICV will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

The ICV will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with **Administration & Records Management Policy**.

Openness

The ICV will:

- Ensure stakeholders are aware of [name of organisation]'s Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

The ICV will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

Anonymity

The ICV will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

The ICV:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.



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- Can release information to third parties where it is requested by the person concerned.

Responsibility:

The organisation's Board is responsible for adopting this policy.

The organisation's Board, General Manager and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's General Manager is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

Key words:

Privacy – disclosure - interests

Policy Title:	Privacy Policy	
Endorsed by: ICV Board	Date: 1 August 2011	Version No: 1/ 2011
Date of next review: <insert date>		
Manager responsible: President		