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| **Policy Name** | **Privacy Policy** |
| **Policy Number** | **14** |
| Version Number | V1 |
| Approved by Board on |  |
| Amendment dates |  |
| Last Review Date |  |
| Review date | Every 36 months |

1. **Introduction**

The Southern Tablelands Arts 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.

1. **Purpose**

The purpose of this document is to provide a framework for Southern Tablelands Arts in dealing with privacy considerations.

**3. Policy**

Southern Tablelands Arts collects and administers a range of personal information for the purposes of project delivery, annual Reporting and membership requirements. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Southern Tablelands arts 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 reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

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

**Southern Tablelands Arts will:**

* Collect only information which the organisation requires for its primary function.
* Ensure that stakeholders 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 or a directly related purpose or for another purpose with the person’s consent.
* Store personal information securely, protecting it from unauthorised access.
* Provide stakeholders with access to their own information, and the right to seek its correction.

**4. Implementation**

STA staff members are responsible for compliance with this policy and presenting relevant proposals to the STA Board for approval as necessary.

**5. Review**

This policy will be reviewed every 36 months.