



Islamic Relief
Australia

ISLAMIC RELIEF AUSTRALIA

Privacy, Dignity and Confidentiality Policy



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1. VERSION CONTROL

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2. DEFINITIONS

Personal information as defined by the *Privacy Act 1988* is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not, and whether recorded in a material form or not. This includes personal profiles, case notes, file notes, video footage and photographic images. Such information may be retained in paper based file and/or electronic format,



3. INTRODUCTION

Islamic Relief Australia (IRAus) has a legal obligation, *Privacy Act 1988*, to keep safe personal information with which it is entrusted. This document sets out the means by which personal and sensitive information is managed.

4. POLICY STATEMENT

IRAus is committed to the protection of personal privacy of all client information and other personal and/or sensitive information to which it is party as a consequence of its work in Australia and in overseas programmes.

The collection, use and disclosure, data quality, data security, access and correction of personal information by IRAus will be in line with the Australian Privacy Principles of the Privacy Act 1988..

At all times IRAus recognises and respects an individual's right to privacy, dignity and confidentiality in all aspects of his or her life. Services will be provided in a manner that respects the privacy, dignity and confidentiality of each person.

5. OBJECTIVES

The objective of this policy is to maintain the dignity of those with whom we work by providing an environment that is in line with the requirements of the Privacy Act 1988 in respecting privacy and confidentiality of sensitive and personal information.

6. SCOPE

The implementation of this policy applies to all IRAus's Board, management, staff, contractors and volunteers..

7. EXCLUSIONS

None

8. POLICY IN ACTION

IRAus recognises and respects each individual's right to privacy, dignity and confidentiality in all aspects of his or her life.

We ensure that individuals enjoy:

- Tolerance and respect for their personal needs and circumstances;
 - An assurance that written and spoken information is protected from access and use by an unauthorised person(s); and
 - that IRAus's procedures comply with the Australian Privacy Principles as legislated.
- All written, spoken and observed sensitive and personal information and information stored electronically is treated as private and confidential.

Information about an individual that is required for service delivery will be sought with the individual's written consent (or the written consent of the person responsible or guardian) via the relevant form at the time.

No information is disclosed about an individual without their written consent (or the written consent of a legal guardian) except:

- Non-identifying data required by government departments for planning purposes;
- Where disclosure is required or authorised by law (such as court subpoena or staff testifying under oath);



- Where it is reasonable that the disclosure is necessary to prevent or lessen serious threat to the life or health of the person we support, staff or another person.

Staff are educated in acceptable practices that are to be adopted when communicating and dealing with personal information, including the individual's right to independent support and confidentiality. All staff are directed that personal information is not to be shared except where disclosure is required as above; staff system unique access identifiers and passwords are for the sole use of the individual member of staff to whom the identified is issued and must not be shared with or divulged to any other person. Breach of this directive may lead to termination of employment.

The requirement to maintain confidentiality in relation to IRAus's operations and client base survives termination of employment and any identified post - employment breach will be formally dealt with at the sole discretion of Islamic Relief Australia.

8.1 Australian Privacy Principles

IRAus must comply with the Australian Privacy Principles as outlined in the *Privacy Act 1988*. The Privacy Principles are structured to reflect the personal information lifecycle and include:

8.2 Consideration of Personal Information Privacy

Principle 1 – Open and transparent management of personal information

Principle 2 – Anonymity and pseudonymity

8.3 Collection of Personal Information

Principle 3 – Collection of solicited personal information

Principle 4 – Dealing with unsolicited personal information

Principle 5 – Notification of the collection of personal information

8.4 Dealing with Personal Information

Principle 6 – Use or disclosure of personal information

Principle 7 – Direct marketing

Principle 8 – Cross-border disclosure of personal information

Principle 9 – Adoption, use or disclosure of government related identifiers

8.5 Integrity of Personal Information

Principle 10 – Quality of personal information

Principle 11 – Security of personal information

8.6 Access to, and correction of, Personal Information

Principle 12 – Access to personal information

Principle 13 – Correction of personal information

More information regarding the Australian Privacy Principles is set out in [Australian Privacy Principles guidelines \(oaic.gov.au\)](https://www.oaic.gov.au/australian-privacy-principles-guidelines). IRAUS' application of the Australian Privacy Principles is set out in the organisation's Privacy Statement.

Relevant documents and references

Office of the Australian Information Commissioner [oaic.gov.au](https://www.oaic.gov.au)



Privacy Act 1988 (Cth)

IRAus Privacy Statement

IRAus Contract of Employment

END OF POLICY DOCUMENT