

SEPTEMBER 2024

Privacy Policy

1. Purpose

The purpose of this policy is for the AMSI Foundation to exercise its obligation to handle personal information of donors, staff and other individuals associated with the Foundation, by establishing a privacy policy to ensure a responsible and proactive approach to privacy.

2. Objective

To identify the AMSI Foundation's obligations for handling personal information and responding to complaints about potential privacy breaches. To ensure that board directors, secretary, any staff or committees, are aware of the financial delegation policy and that they will comply with this policy.

3. Scope

This policy applies to all personal information (including sensitive information) collected by the AMSI Foundation, including that of board members, staff, volunteers and other individuals associated with the Foundation.

4. Policy

This policy has been developed to ensure:

4.1. Proactive privacy – The Foundation is proactive in its approach to privacy protection by anticipating and preventing invasive events before they occur.

4.2. Privacy by design – The Foundation embeds privacy considerations into the design and architecture of information technology systems and business processes.

4.3. The Foundation collects, uses, discloses and manages personal information as records in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic).

4.4. In circumstances where the Privacy Act 1988 (Cth) applies the Foundation will:

a) comply with Australian Privacy Principles (APPs) that have the same intent as the IPPs in the Victorian legislation; and

4.5. In circumstances where the General Data Protection Regulation (GDPR) applies to the Foundation's activities, the Foundation will act in accordance with its requirements.

5. Procedural Principles

5.1. The Foundation Secretary is responsible for responding to all complaints of potential privacy or personal data protection breaches.

5.2. Privacy impact assessments (PIAs) must be undertaken throughout the development and implementation of any project that collects, handles, processes or discloses personal information, or when making changes to existing systems or activities.

5.3. General privacy statements must be available on the Foundation's web pages.

5.4. Privacy collection notices specific to particular projects or activities must be provided at the point of collection of any personal information from individuals.

5.5. Both the general website privacy statements and specific privacy collection notices must include the following information:

- a) the main functions of the Foundation (or relevant area/s of the Foundation) and the types of personal information collected to fulfil these;
- b) the name and contact details of the appropriate Foundation representative in relation to those functions;
- c) the purposes of collection of the information;
- d) how personal information is used and to whom it is routinely disclosed;
- e) whether collection of personal information is optional or compulsory under applicable legislation;
- f) how the information is stored securely, how access is properly managed, and the retention periods for the information;
- g) details of any transfer or storage of the information outside Victoria and how privacy is protected in such circumstances;
- h) how individuals can request access to, or correction of, their personal information, or exercise GDPR rights where applicable.

6. Roles and Responsibility

Role/Decision/Action	Responsibility
Control and maintain the Privacy Policy	Secretary
Administer this policy, including monitoring compliance, informing and assisting staff on privacy issues and responding to complaints concerning potential privacy breaches	Secretary

Contacts

For questions about this policy, contact the board or secretary at secretary@amsifoundation.org.au.

Review

This policy is to be reviewed by the AMSI Foundation Board by September 2026.

Version History

Version	Approved By	Approval Date	Effective Date	Modifications
1				