

Cystic Fibrosis Western Australia

PRIVACY STATEMENT

Preamble

From 21 December 2001, CFWA has had to comply with the requirements of the Privacy Act 1988 as amended from time to time ('the Act').

The fundamental requirements of the Act are set out in the National Privacy Principles (NPP's). These set out how an organisation like Cystic Fibrosis WA should collect, use, keep secure and disclose personal information. Furthermore the NPP's give individuals a right to know what information the organisation holds about him/her and a right to correct it if it is wrong.

Application of this Statement

CFWA is committed to compliance with the National Privacy Principles and this statement sets out the policy parameters for handling of personal information collected when conducting our business or dealing with clients.

What Personal Information Does CFWA Collect?

Personal Information is any information from which an individual's identity may be ascertained. CFWA collects information that is necessary for us to provide our services and to conduct our business operations that support our services. The nature of the personal information includes: name/s, age, address, email address, contact details, banking details, occupation, and other employment related information such as salary details, superannuation contributions and Tax File Number.

In addition to the Personal Information detailed above the CFWA collects Health Information for members and referred clients on the Early Discharge or Early Intervention programs.

Why does CFWA collect and use personal information?

- to provide health services;
- as an identifier for events/fund raising activities;
- membership drives;
- to contact volunteers;
- for direct mail appeals;
- for invitational purposes;
- payroll services for employees.

Disclosure of Personal Information

CFWA in using personal information/health information for the above purposes may need to disclose information to various organisations and/or parties such as ATO, banking and other financial institutions, superannuation authorities and contracted service providers.

CFWA may also disclose information in special cases where such action is considered reasonably necessary to, for example:

- conform to legal requirements;
- enforce CFWA's contractual arrangements;
- act to protect the interests of CFWA clients and/or members.

How Does CFWA Protect Personal Information

- All employees sign a "Confidentiality Statement".
- Access to Computerised Donor Management System is restricted to employees or parties on a "need to know" basis in order for them to do their jobs.
- Archiving and destruction of information is performed every 5 years.
- Personal information is held under lock and with limited access.
- Electronic security is installed to the building.
- Email and Facsimile have transmission statements re Privacy responsibilities.

How You Can Help Protect Your Information

If you are providing CFWA with personal information or conversely CFWA sends correspondence which includes personal details, CFWA requests you take the necessary steps to ensure that it is accurate, complete and current.

How Can You Correct, Access and Update Your Information

An individual may view his or her personal information at any time (subject to the Act) and tell us if he or she believes the information to be correct.

Contact Person & Details: Privacy Officer
CFWA
"The Niche"
11 Aberdare Road
NEDLANDS WA 6009

Telephone: 08 9346 7333
Facsimile: 08 9346 7344