



# australian nursing federation

## privacy policy

The Australian Nursing Federation (the Federation) is an organisation of employees (ie a trade union) registered under the Workplace Relations Act 1996.

The Federation is covered by the provisions of the Privacy Act 1998 in relation to personal information and its collection and use; its disclosure and its security; and access to it.

In order to carry out its activities, the Federation may collect personal information from, or on behalf of, members, and in some circumstances, former members, in order to provide professional and industrial services related to the profession of nursing or the employment of nurses. Personal information is also collected from subscribers to the Federation's publications.

Personal information includes all information or opinion about an individual whose identity is apparent or can reasonably be determined from the information or opinion and may include sensitive information, which is defined as information or opinion about an individual's membership of a trade union; sexual preferences or practices; criminal record; or personal health.

It is the policy of the Australian Nursing Federation that:

### 1. Collection

- 1.1 All personal information collected about an individual must be consistent with the National Privacy Principles and the Privacy Act 1998.
- 1.2 The collection of personal information is limited to that which is essential to the purpose for which it is collected.
- 1.3 Personal information collected by the Federation may include:
  - an individual's title, name and gender;
  - contact details (eg mail or residential address, telephone and facsimile numbers and email address);
  - date of birth;
  - occupation and employer;
  - other relevant information necessary to carry out the Federation's activities as an industrial union of employees and a professional nursing association.
- 1.4 Personal information is collected either directly from individuals in conference or from an individual by telephone, letter, facsimile or email, or where necessary or appropriate, from third parties such as employers, Government agencies, statistical sources etc.

- 1.5 The Federation does not collect sensitive information about an individual unless:
  - the individual has consented;
  - the collection is required by law;
  - the collection is otherwise permitted by the National Privacy Principles.

## 2. Security

- 2.1 The Federation will take all reasonable steps to ensure that the personal information it collects and stores is accurate, complete and current.
- 2.2 Personal information is kept in secured locations on the premises and is only accessed by authorised personnel. Personal information kept electronically is handled with care and secured by user identifiers, and passwords accessed only by authorised personnel. The Federal Offices in Canberra and Melbourne have security systems in place for the protection of all personal information stored either in paper or electronic form.
- 2.3 Archived personal information is maintained in a secure offsite facility and is only accessed by authorised personnel.
- 2.4 Security arrangements are monitored and reviewed regularly and all staff made aware of organisational systems for the processing, storing and transmitting of personal information and the protective security policies associated with this.

## 3. Disclosure

- 3.1 The Federation only uses or discloses personal information about an individual for the primary purpose for which the information is collected. Personal information is not used or disclosed for a secondary (related) purpose, except in accordance with the National Privacy Principles.
- 3.2 The Federation may use or disclose personal information for a secondary purpose where the secondary purpose is related to the primary purpose of collection (or, if the personal information is sensitive information, directly related to the primary purpose), and the individual would reasonably expect the Federation to use or disclose the information for that secondary purpose.
- 3.3 The Federation may also use or disclose personal information about an individual for a secondary purpose if it has obtained the individual's consent (either express or implied).
- 3.4 The Federation will not otherwise disclose personal information unless the individual has given consent or that disclosure is required by law.
- 3.5 No personal information is disclosed to third parties for the purposes of direct marketing. Personal information (such as name and address), is used, from time to time, for the purpose of forwarding information in the form of journals, newsletters and circular letters, unless an individual requests that their personal information is not used for that purpose.

## 4. Access

- 4.1 The Federation will, in a timely manner and at the written request of an individual, provide them with access to their personal information held by the Federation. The Federation may seek to recover reasonable costs associated with providing such access. If, for any reason, access is refused, written reasons for the refusal will be provided.
- 4.2 The Federation will inform individuals when personal information is provided to an organisation providing services to the Federation (eg a mailing house) when required by the National Privacy Principles to do so. Providers of services to the Federation have undertaken to treat all personal information provided to them by the Federation (eg name and address) consistent with the provisions of the Privacy legislation and the National Privacy Principles.

## 5. Complaints

- 5.1 All complaints about the manner in which personal information has been handled, or where access to personal information has been limited or denied, are addressed in accordance with the Federation's Policy on Complaints.

*endorsed november 2002*