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PRIVACY POLICY

Policy number	WSA – P01	Version	1.0
Approved by Board on	26/03/14		
Responsible person	Chair WSA	Scheduled review date	30/05/17

Introduction

The Board of Water Stewardship Australia (WSA) 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.

Purpose

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

Policy

WSA collects and administers a range of personal information for the purposes of membership, donations of time, money and resources, and campaign and program support. We collect information including name, home or e-mail address, telephone numbers, receipting information.

WSA is committed to protecting the privacy of personal information it collects, holds and administers.

WSA 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.

WSA 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.

WSA 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; and
- provide stakeholders with access to their own information, and the right to seek its correction. This will be provided through WSA Secretariat.

Authorisation



26 March 2014

Water Stewardship Australia