

# PRIVACY POLICY

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<b>Approved by</b>	Belinda Field
<b>Contents</b>	<ul style="list-style-type: none"> <li><b>1.0</b> Background</li> <li><b>2.0</b> Scope</li> <li><b>3.0</b> Definitions</li> <li><b>4.0</b> Policy Framework</li> <li><b>5.0</b> Related Policies and Documents</li> <li><b>6.0</b> Version Control</li> </ul>

## 1.0 BACKGROUND

Eleanor Duncan Aboriginal Services (EDAS) is committed to protecting the privacy of staff, clients, contractors, and stakeholders. This commitment aligns with obligations under the Privacy Act 1988 (Cth) and relevant NSW Health Records and Information Privacy Act 2002, ensuring that all personal and sensitive information is collected, used, stored, and disclosed in a lawful, transparent, and culturally safe manner.

Personal information is only collected where necessary for organisational functions, and EDAS ensures security and confidentiality through clear protocols, secure systems, and staff accountability.

## 2.0 SCOPE

This policy applies to:

- All EDAS employees, contractors, secondees, students, and volunteers.

- All personal and sensitive information collected, stored, and used by EDAS.
- Information relating to recruitment, employment, service delivery, administration, and organisational operations.

## 3.0 DEFINITIONS

**Personal Information:** Information that identifies an individual (e.g., name, address, date of birth, contact details).

**Sensitive Information:** Includes information relating to racial or ethnic origin, political opinions, religious beliefs, health, criminal record, sexual orientation, or membership of professional associations.

**Employee Records Exemption:** Certain employee records are exempt from disclosure under the Privacy Act 1988.

**Data Breach:** Any unauthorised access, disclosure, or loss of personal information.

## 4.0 POLICY FRAMEWORK

### 4.1 Policy Principles

- EDAS respects the confidentiality and privacy of all individuals.
- Information will only be collected if it is reasonably necessary for EDAS operations.
- Sensitive information will only be collected with consent, unless otherwise permitted or required by law.
- Personal information must be stored securely and only accessed by authorised personnel.
- Individuals have the right to access and request corrections to their information where applicable.
- All staff must immediately report any actual or suspected data breaches.

### 4.2 Policy Statements

#### Collection of Information

EDAS collects information directly from individuals (e.g., recruitment, employment, service engagement) and,

		with consent, may verify details through third parties (e.g., reference checks, working with children checks, criminal history checks).
	<b>Use of Information</b>	Personal information is used only for legitimate organisational purposes including employment, payroll, compliance, service delivery, insurance, training, WHS, and legal obligations.
	<b>Disclosure of Information</b>	Information may be disclosed to: <ul style="list-style-type: none"> <li>• Government agencies (ATO, Fair Work Ombudsman, WorkCover, etc.)</li> <li>• Superannuation and financial institutions</li> <li>• Technology service providers</li> <li>• External consultants (legal, HR, insurance, etc.)</li> <li>• Other parties as required by law or with individual consent.</li> </ul>
	<b>Storage and Security</b>	All personal information must be stored securely in both physical and electronic systems. Staff must follow information security protocols including encryption, password protection, locked filing, and secure disposal.
	<b>Access and Correction</b>	Individuals may request access to or correction of their personal information, subject to legislative provisions and the employee records exemption.
	<b>Complaints and Concerns</b>	Any concerns regarding the handling of personal information should be raised with a manager or Corporate Services. Complaints must be acknowledged within

		7 days and resolved within 21 days where possible.
	<b>Data Breach Notification</b>	If a data breach is likely to cause serious harm, EDAS will comply with the Notifiable Data Breaches Scheme under the <i>Privacy Act 1988 (Cth)</i> . This includes notifying the Office of the Australian Information Commissioner (OAIC) and any affected individuals as soon as practicable, taking steps to contain the breach, and recording all incidents in line with legal and organisational requirements.

## 5.0 RELATED POLICIES & DOCUMENTS

- Confidentiality Policy
- Code of Conduct
- Communications Policy
- Privacy Act 1988 (Cth)
- Health Records and Information Privacy Act 2002 (NSW)
- Fair Work Act 2009 (Cth)
- Work Health and Safety Act 2011 (NSW)

## 6.0 VERSION CONTROL

This Policy will be reviewed every two years, or earlier if required due to legislative or organisational changes. Reviews will include consultation with staff, managers, the Board, and Aboriginal community representatives to ensure cultural safety and relevance.

**Last revised:** October 2025

**Next review due:** October 2027