



**BAREFOOT
INITIATIVE**

INFORMATION COLLECTION & CONFIDENTIALITY POLICY

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Drafted by: Kerry Taylor	Board approval date: 22/01/20
Responsible person: Co-Managing Directors	Scheduled review date: June 2022
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OUTLINE

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1. PURPOSE

The purpose of this policy is to help board members of Barefoot Initiative to effectively manage how information (personal/sensitive) will be collected, stored and shared in order to protect the integrity of Barefoot Initiative and manage risk.

2. SCOPE

This policy applies to the board members of Barefoot Initiative.

3. DEFINITIONS

Personal information is any information held by us about an individual and could include:

- name, address, email and phone number
- tax file number
- medical or health status
- other employment activities
- hobbies, clubs or other activities
- image/s
- likes and opinions

Sensitive information includes but is not limited to:

- Racial or ethnic origin
- Political opinions
- Membership of a political association
- Religious belief or affiliation
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preference or practice
- Health information

4. POLICY STATEMENT

The Barefoot Initiative Board (called the 'board' in this policy) aims to ensure that board members and all Barefoot Initiative personnel are aware of their obligations regarding the collection and security of information and to comply with this policy to ensure they effectively manage information as representatives of Barefoot Initiative.

5. POLICY IN PRACTICE

6.1 Collection of Information

The Board will:

- a. Ensure that any personal information collected from members, volunteers and others is necessary for and relevant to organisational functions;
- b. Take reasonable steps to ensure that the information collected is accurate, complete, up-to-date and relevant, and safeguarded against misuse, loss, unauthorised access and modification;
- c. Ensure that individuals are notified about what information is collected, why it is collected and how it is administered;
- d. Ensure individuals know they have a right to access their information and make corrections if they feel the information is inaccurate; and
- e. Ensure individuals are aware of this Privacy Policy and Procedures and its purposes.
- f. Will not collect sensitive information unless it:
 - Has the individual's consent
 - Is required by law

6.2 Sharing of Information

In relation to sharing confidential information about contacts and stakeholders, ensure that the information given in confidence is shared only with those who are authorised to receive it. In gauging if information on an individual should be shared the Board should consider whether:

- The individual has expressly consented to the sharing of the information; or
- Sharing of the information would benefit the individual, and do them no harm; or
- The individual would likely give consent to the sharing of the information

Examples of those who may be authorised to receive information includes law enforcement agencies, child protection agencies, border control and anti-terrorism agencies, health complaints and anti-discrimination commissions. In general terms a Board member should avoid any undertaking to 'keep information confidential' as the person might mistake this for meaning that the information so given will not be shared. An individual who is required by law to divulge information and does not do so is committing a serious breach of this policy.

In relation to sharing information about individuals Barefoot Initiative will not use an individual's information for a secondary purpose without the express permission of the person unless:

- Obligated by Australian Law or a court/tribunal order;
- A health situation arises (see below); or
- We reasonably believe that the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body (if so then a written note will be made of such use or disclosure)

A health situation is a situation in which medical assistance is required for an individual whilst reasonably under the Board's duty of care which requires the sharing of personal information with a third party. This might include for example a situation in which the individual may not be conscious, or have capacity to share information with the treatment personnel.

In gauging whether or not to share personal information if a health situation arises the Board should consider whether:

- The individual has expressly consented to the sharing of the information; or
- Sharing of the information would benefit the individual, and do them no harm; or
- The individual would likely give consent to the sharing of the information

If one of these 3 conditions applies then the Board may reasonably assume the tacit consent of the worker to share their information.

6.3 Disciplinary provisions

Board members and Barefoot Initiative personnel who don't follow this policy may jeopardise their position within Barefoot Initiative or place themselves at risk of legal action, depending on the nature of any breach.

6. MONITORING & REVIEW OF POLICY

The Co-Managing Directors are responsible to ensure that this policy is implemented. The Co-Managing Directors will review and update this policy every two years, and all changes will be presented to the Board of Directors for validation.

7. RELATED POLICIES & PROCEDURES

- Complaints and Response mechanism Policy
- Risk Management Policy