

## PRIVACY POLICY

### Policy Aim:

The Committee of Management of ME/CFS Australia (Victoria) recognises the necessity for adherence to Commonwealth and Victorian privacy legislation and the right of members to information privacy.

### Policy Objectives:

The specific objectives of the Committee of Management and this policy are to:

- ensure compliance with relevant and current privacy legislation
- ensure information obtained is dealt with in accordance with privacy laws
- ensure participants/members and staff are aware of obligations and rights regarding privacy and information collection

### Responsibilities:

The Committee of Management as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.

The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

### Implementation:

- Appropriate documents, e.g. membership forms, to include a clause stating that all information collected from a person will be kept in accordance with privacy laws.
- Complaints procedures regarding privacy of information will be made available to all participants.
- All staff, including volunteers, will be made aware of their obligations and appropriate handling of information.
- A confidentiality agreement will be signed by all staff.

Refer: By Law 2: Privacy Policy Statement

**Policy Endorsement Date: 23/9/2008**

**Policy Review Date: 2010**