



PRIVACY POLICY Quest Equine Welfare Inc.

Introduction:

The Committee of Quest Equine Welfare Inc. 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 policy is to document the commitment of Quest Equine Welfare Inc. to maintaining the individual's right to privacy in the administration of our organisation. Quest Equine Welfare Inc. upholds the principles of, and is fully compliant with current privacy legislation in our operation as a registered not for profit association.

Authorisation:

Rebecca Atkins

President

Quest Equine Welfare Inc.

Elizabeth Parker

Secretary

Quest Equine Welfare Inc.

Policy:

Quest Equine Welfare Inc. collects and administers a range of personal information for the purposes of maintaining relevant records. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Quest Equine Welfare Inc. 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.

Quest Equine Welfare Inc. is bound by Victorian Privacy Laws; the Information Privacy Act 2000, as well as the federally administered Privacy Act 1988, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- 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.

Quest Equine Welfare Inc. will adhere to the following procedures:

Secretary:
P.O. Box 604, Lithgow, NSW 2790
enquiries@questequinewelfare.org
www.questequinewelfare.org
NOT FOR PROFIT NO. A0054642R

Collection

Quest Equine Welfare Inc. will:

- Only collect information that is necessary for the performance and primary function of Quest Equine Welfare Inc.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

Quest Equine Welfare Inc. will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the stakeholder, unless the disclosure is required or authorised by or under law.

Data Quality

Quest Equine Welfare Inc. will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

Quest Equine Welfare Inc. will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

Openness

Quest Equine Welfare Inc. will:

- Ensure stakeholders are aware of Quest Equine Welfare Inc.'s Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Quest Equine Welfare Inc. will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

Anonymity

Quest Equine Welfare Inc. will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

Quest Equine Welfare Inc.:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The organisation's Committee of Management is responsible for adopting this policy.

The organisation's Committee of Management, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Secretary is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

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