



## The federal *Privacy Act 1988*

Since 1988 most Commonwealth and ACT government departments and agencies have had to comply with the *Privacy Act 1988* (Cth). The Privacy Act also contains safeguards in relation to consumer credit reporting.

From 21 December 2001, ten National Privacy Principles of the Privacy Act have applied to private sector organisations with a turnover of more than \$3M pa and also to all health service providers.

From 21 December 2002, the Privacy Act will also cover some small business with a turnover of less than \$3M pa - these are business whose service provides exactly this type of information.

The federal Privacy Act does NOT apply to Rotary Clubs or the Rotary District.

In large part, Rotary only collects information on members to maintain a data base for its operations and it does not trade in that information.

As Rotary is a voluntary organisation, the information held on members is largely that provided by the member. Equally, data on other people would be obtained, voluntarily, to conduct its programs. No benefit, service or advantage is to be afforded to Rotary by this process. Further, as many Rotary Clubs are incorporated, the model rules and expectations of incorporation require collection of membership information including names and addresses.

However, best practice for clubs and the District would be for Rotary operations to be guided by these ten **National Privacy Principles** as enshrined in the Act.



## Principle 1 - Collection

Rotary should not collect personal information unless the information is necessary for one or more of its functions or activities.

Rotary should collect personal information only by lawful and fair means and not in an unreasonably intrusive way.

If it is reasonable and practical to do so, Rotary should collect personal information about an individual only from that individual.

## Principle 2 - Use and Disclosure

Rotary should not use or disclose personal information about an individual for a purpose other than the primary purpose of collection.

If the individual has consented to the use or disclosure then this provision would not apply.

There are a number of other exclusions around this provision.

## Principle 3 - Data Quality

Rotary should take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

## Principle 4 - Data Security

Rotary should take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Rotary must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose based upon *Privacy Principle 2 (above)*.

## Principle 5 - Openness

Rotary has set out in this document clearly expressed policies on its management of personal information. Rotary should make the document available to anyone who asks for it.

On request by a person, Rotary should take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes and how it collects, holds, uses and discloses that information.

## Principle 6 - Access and Correction

If Rotary holds personal information about an individual, it should generally provide access to the information on request by the individual.

If the individual is able to establish the information held on them is not accurate, complete and up-to-date, Rotary should take reasonable steps to make it so.

## Principle 7 - Identifiers

Rotary should not adopt as its own identifier of an individual an identifier of the individual that has been assigned by someone else.

A person's name is not considered an *identifier*.

## Principle 8 - Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with Rotary.

## Principle 9 - Trans-border Data Flows

Rotary in Australia or an external Territory generally should not transfer personal information about an individual to someone who is in a foreign country (unless it is Rotary International itself or the individual).

## Principle 10 - Sensitive Information

Rotary should not collect sensitive information about an individual unless the individual has consented.

If the information is collected in the course of the activities of Rotary, the information should relate solely to Rotary (or to individuals who have regular contact with Rotary) and Rotary should undertake not to disclose the information without the individual's consent.

An exemption to this provision would be where the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of an individual.

Sensitive information usually refers to health information.

## The Object of Rotary

The **Object of Rotary** provides our purpose and guides our practice in our approach to fulfilling the object.

The National Privacy Principles provide a useful guideline in applying our Object to our operations.

We would not wish to offend anyone with our practices or operations. These principles provide professional guidelines for Rotary, both the members and the organisation, to behave as sound corporate citizens. In that regard, they assist us in fulfilling our Object.

In this document:

**Rotary** includes the Rotary Clubs of District 9640, Australia and Rotary International in District 9640.

For further information on the federal Privacy Act:

**Privacy Act 1988  
&  
Privacy Amendment  
(Private Sector)  
Act 2000**

[www.privacy.gov.au](http://www.privacy.gov.au)

**Privacy Hotline  
1300 363 992  
(local call charge)**

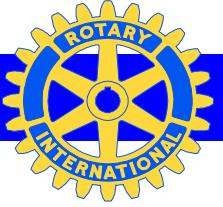
**Rotary International  
District 9640  
AUSTRALIA**  
The Four G's -  
Gold Coast to Goondiwindi to Glen Innes to Grafton

**Contacts:**

**T** int + 61 2 9635 3537  
**F** int + 61 2 9689 3169  
**W** [www.rotary9640.org](http://www.rotary9640.org)

Prepared by PDG Ross Smith District 9640 - May 2004

**Rotary International  
District 9640**

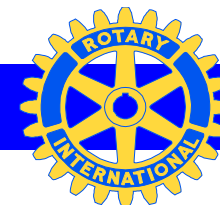


# Privacy Issues

This brochure is produced for the use of the members of the Rotary Clubs of the Rotary International District 9640, Australia. This material is also available on the Rotary District 9640 website -

[www.rotary9640.org](http://www.rotary9640.org)

**Current 1 July 2004**



**Policy Statement  
Privacy Issues**