

## PRIVACY POLICY

### **OBJECTIVE:**

To ensure the principles of the Privacy Act in relation to the collection, storage and the use of personal information are implemented and adhered to.

### **POLICY:**

Central Kids is committed to ensuring the privacy, security and confidentiality of all information held.

We ensure;

- **Privacy** by collecting only the information we need and using it only for legitimate purposes
- **Security** by keeping information safe from unauthorised access and use
- **Confidentiality** by only releasing authorised personal information where there is a lawful purpose

### **Privacy Officer**

The Privacy Officer for Central Kids is the Chief Executive Officer or the CEO appointed delegate. The duties of a Privacy officer, as set out in clause 23 of the Privacy Act, are as follows:

**Privacy officers** - It shall be the responsibility of each agency to ensure that there are, within that agency, one or more individuals whose responsibilities include –

1. the encouragement of compliance, by the agency, with the information privacy principles:
2. dealing with requests made to the agency pursuant to this Act:
3. working with the Privacy Commissioner in relation to investigations conducted pursuant to Part 8 of this Act in relation to the Agency:
4. otherwise ensuring compliance by the agency with the provision of this Act.

### **Privacy Principles**

The following Privacy Principles, are the core of the Privacy Act, they set out the rules (and exceptions to those rules) about the collection, storage, use, access to and disclosure of personal information by agencies.

Central Kids shall adhere to the 12 Information Privacy Principles by:

- Principle 1** Only collecting personal information where it is necessary and for a lawful purpose.
- Principle 2** Collecting information directly from the individual concerned, except where permission is granted by the individual to collect information from other sources or where acceptable exceptions apply.
- Principle 3** Taking reasonable steps to ensure that the individual knows why information is being collected, who will get the information, whether providing the information is voluntary and what will happen if the information is not provided.
- Principle 4** Ensuring that all information collected about an individual is collected in a lawful, fair and reasonable manner.
- Principle 5** Ensuring personal information is protected against loss, damage and misuse. Personal information shall be held securely and be assessable by authorised personnel only.
- Principle 6** Ensuring individuals have access to personal information held about them.

- Principle 7** Ensuring that information held is accurate. Where an individual believes information held about them is not correct, corrections shall be made to this information where investigation finds it appropriate.
- Principle 8** Checking and ensuring that accuracy of personal information before the information is used.
- Principle 9** Holding personal information for only as long as is necessary for the purpose for which the information may be lawfully used.
- Principle 10** Using personal information for the purpose for which the information was collected for.
- Principle 11** Disclosing personal information only where permission is given by the individual or where there is a legal obligation to disclose the information.
- Principle 12** Ensuring that identifying numbers assigned to individuals are unique and not the same identifier assigned by another agency.

Employees with concerns or questions about information privacy or security should contact the Central Kids Privacy Officer or the Chief Executive Officer, 07 885 1016.