



Privacy and Information Policy

Contact Information:

InterConnection Australia
PO Box 3186
Murrumbeena
Victoria 3163

interconnection@bigpond.com

www.interconnection.com.au

Effective 1 July 2003

InterConnection Australia
Privacy & Information Policy
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ρ Scope:

This policy applies to all business areas, staff, volunteers and clients of InterConnection Australia including contractors, sub-contractors and hired assistants. It applies to all operations, programs and projects of InterConnection Australia from date of effect until further written notice is provided.

ρ Overview:

InterConnection Australia is committed to protecting the privacy of any information given to it by its clients, their parents or guardians, staff members, volunteers, contractors or sub-contractors or sponsors and has developed internal procedures and protocol consistent with the National Privacy Principles as outlined in the **Australian Privacy Amendment (Private Sector) Act 2000**. This statement establishes the principles of InterConnection Australia practices relating to the information collected, its use and disclosure.

We recommend that you read this carefully. If you have any queries, please do not hesitate to contact us by emailing interconnection@bigpond.com. We would welcome your feedback on this Policy and invite you to revisit this policy frequently as it will be updated as deemed necessary by the Executive Board.

□ Collection of Information:

In the course of providing services and programs to our clients, staff, volunteers or contractors, InterConnection Australia collects personal information. The services provided include:

- Summer Camp held annually in January
- Winter Camp held annually in July
- KIDZ Network Program
- Buddy Program

In the course of providing these services individuals will be required to provide various items of personal information such as

- Name
- Address
- Contact details (home, business and mobile phone numbers, email addresses)
- Bank details—through information contained on bank and personal cheques
- Health and personal welfare information including current and past health conditions, current health status and specific health condition management details.
- Medicare, ambulance and private health insurance information

InterConnection Australia assures its clients that all information collected will be safely stored in both electronic and hardcopy formats and will only be used for the purposes for which it was collected—to service the requirements of the clients and their parents/guardians.

ρ InterConnection Australia Website – www.interconnection.com.au

InterConnection Australia operates a website at www.interconnection.com.au, hosted by Accent Graphic Design Pty Ltd (ABN: 31 006 369 302). As the website host Accent Graphic Design Pty Ltd does not have any authority or requirement to access or use any of the information contained on the designated web site. Arrangements are in place to ensure that the integrity and confidentiality of personal information contained on the web site is maintained.

The website hosts a facility which allows users to email InterConnection Australia directly from the website via the user's individual email address, operated by their Internet Service Provider (ISP). The information (namely email address particulars) is delivered to InterConnection Australia via email and may be used to update the Client Database or Leaders Database which InterConnection Australia maintain for customer service and human resource purposes.

ρ Photographs & Video:

On occasion InterConnection Australia, or an authorised entity, may, as an entity, photograph or video staff members, volunteers, clients, contractors or sub-contractors for promotional or operational purposes at the discretion of a nominated member of the InterConnection Australia Executive team. These photos, images or video clips will be used to promote the projects and programs of InterConnection Australia in either a domestic or international environment. Written permission from the individuals or entities captured in the images/footage will not be sought, but written advice about InterConnection Australia's intention to use the images will be provided prior to publication in brochures, presentations, reports or on the InterConnection Australia website located at www.interconnection.com.au.

If a third party requests to use any image, photograph or video footage which has been taken by InterConnection Australia, which is therefore the property of InterConnection Australia, the Executive has nominated three individuals in addition to the Director to authorise the use of such images and restrict their use at their absolute discretion. The individuals with such authority provided to them by the Executive Director are as follows:

- **Business Manager** — Mr Michael J Torrance
- **Project Manager** — Mr Wesley H Fischer
- **Development Officer** — Ms Eliza C Metcalfe

Any request to obtain an image or video footage owned by InterConnection Australia needs to be made in writing and presented at a Executive Board meeting prior to authorisation being provided by a nominated executive officer. Any benefit to InterConnection Australia must also be included in order for an informed decision to be made.

ρ Disclosing Information to Third Parties:

InterConnection Australia works in conjunction with a number of organisations and third parties in order to provide the highest quality services and programs for clients. In order for InterConnection Australia to achieve a high level of customer service, it may, at its own discretion, be required or decide voluntarily, to provide contact details to a undisclosed Third Party in order to continue to provide a safe working environment or further develop InterConnection Australia's relationship with interrelated organisations and third parties. All information provided to third parties will be provided for a specific purpose and will only be provided once written assurance is obtained that the information will only be used for the predetermined and agreed purpose.

ρ Your Rights—As a Client or Volunteer:

While information is sought from you by InterConnection Australia for the sole purpose of providing a high level and variety of client services or leadership development programs, it is your right to refuse to provide the requested information. However, it may not be possible to participate in a given program unless all of the information requested is provided, due to occupational health and safety and legal requirements.

If you are not completely satisfied with anything that is set out in this statement you are entitled to either query the statement or to lodge a complaint with InterConnection Australia in writing and post it to:

**InterConnection Australia
PO Box 3186,
Murrumbeena,
Victoria 3163**

Alternatively you can email interconnection@bigpond.com. All such inquiries will be handled impartially and with discretion and a written reply will be provided within 28 days of receiving the complaint or inquiry.
