



# To preserve heritage, protect integrity and advance Highland Cattle in Australia through herd registration, education, promotion and fellowship

## AHCS PRIVACY POLICY

### PURPOSE

To ensure that all AHCS Councillors, members and third parties who are responsible for handling personal information do so in a manner that protects every individual's right to privacy.

### POLICY

The AHCS Council is fully committed to protecting everyone's right to privacy. AHCS Councillors in collecting information will comply with all aspects of the *Victorian Information Privacy Act 2000* and the *Privacy Act 1988*.

It is the Council's responsibility to ensure that relevant personnel are familiar with their obligations under the Acts and that the handling of personal information is done so in accordance with the law.



In particular:

- AHCS will only collect personal information that is required for its activities
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, consent to the particular purpose will be sought beforehand, and is only valid for that purpose
- Information will only be accessed by Council Members or the AHCS Registrar or Executive Officer
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

### PROCEDURES

#### Collection and Consent

- On the AHCS Membership Form, it defines the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. (This must be signed by a parent if for a minor).
- The information collected is only distributed for the stated purposes, including:
  - For inclusion and maintenance in the membership database
  - For use of AHCS Staff and Councillors in interaction with members
  - If consent is given, for inclusion in the online membership database enabling members to contact one another for proper purposes
- Permission must be sought first if personal data is to be used for anything other than the stated purpose on the membership form.
- The AHCS can request consent for the taking and use of photographs in the AHCS Newsletters / website.

<b>AHCS Privacy Policy / Procedures</b>		Approval Date:	14 May 2020
		Review Date:	
		Version No:	1
		<b>President:</b>	Sign: 
<b>Secretary:</b>	Sign: 	Name: Jeanette Rawlings	



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- Where consent is not given to distribute information, the member's details must be stored securely and is best kept in a separate database to avoid error.

### Storage and Access to Information

- Information is stored centrally by AHCS' appointed administrative team; ABRI, University of New England, NSW.
- Only Councillors can be provided with member information if the member has not publicly allowed their information to be accessed by the Herdbook database
- When information is not required for any purpose, it should be destroyed

### Working With Children/ Police Check Reports

- This information can contain sensitive information and should be handled by a designated and responsible person within the AHCS. Information provided in these reports is strictly confidential and will only be brought to the attention of the Council when the report content requires some action.

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		Version No:	1
<b>President:</b>	Sign: 	Name: Scott Carter	
<b>Secretary:</b>	Sign: 	Name: Jeanette Rawlings	