



## **PRIVACY POLICY**

### **PRIVACY STATEMENT**

The Friends of the Women's and Children's Hospital Incorporated (The Friends of the WCH Inc.) collects members' personal details from the membership application form, and maintains a database at the Association's office.

The Friends of the WCH Inc. will not sell or giveaway personal member information. Any information provided to the Association by members will only be used to assist the Association in providing and enhancing membership services.

The Friends of the WCH Inc. is committed to both its objects and purposes and the laws of Australia. It therefore seeks to abide by the amended *Privacy Act 1988*.

### **PRIVACY POLICY**

This framework ensures the Association, including the Women's and Children's Health Network support staff, and members with office bearing positions use, hold, collect, update and disclose personal information in a manner that conforms to the amended *Privacy Act 1988*.

This privacy policy sets out how The Friends of the WCH Inc. uses and protects any information that you give to the Association when you become a member.

The Friends of the WCH Inc. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from 12 February 2015.

### **WHAT WE COLLECT**

We receive and collect information that you provide on The Friends of the WCH Inc. *Application for Membership* form.

### **WHAT WE DO WITH THE INFORMATION WE GATHER**

This information is added to a membership database and is required to help us to understand your needs and to provide you with a better service. In particular, the information in the database is used for the following reasons:

- Internal record keeping
- Mailing to members – such as newsletters, invitations to special events, meeting notices and agendas.
- We may use the information to improve our service.

The Friends of the WCH Inc. will not sell your information or provide it to another organisation.

## SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information you provide.

Your personal information will be held securely using Volgistics database software. Volgistics will hold the information on an external server in the USA using high level security encryption, the same level of security and privacy protection as those used by online banking services.

---

---



Pauline Linke

President

14/4/2015

|                    |             |                       |            |
|--------------------|-------------|-----------------------|------------|
| Policy number      | FRI 0004    | Version               | 02         |
| Drafted by         | Andrew Wade | Approved by Council   | 14/04/2015 |
| Responsible person | Andrew Wade | Scheduled review date | 14/04/2019 |