



australian nursing federation

because we care campaign privacy policy

The Because We Care Campaign is conducted by the Australian Nursing Federation (the Federation). The Federation is covered by the provisions of the Privacy Act 1998 in relation to personal information and its collection and use; its disclosure and its security; and access to it.

For the purposes of the Because We Care Campaign providing information pursuant to a request from the public some personal details including name and address and/or other contact points may be required. Such information is personal information for the purposes of the Privacy Act 1998.

It is the Policy of the Australian Nursing Federation in collecting such personal information for the purposes of the Because We Care Campaign that:

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1. Collection

- 1.1 All personal information collected about an individual must be consistent with the National Privacy Principles and the Privacy Act 1998.
- 1.2 The collection of personal information is limited to that which is essential to the purpose for which it is collected.
- 1.3 Personal information collected for the purpose of the Becausewe care Campaign may include:
 - an individual's title, name.
 - contact details (eg mail or residential address, telephone and facsimile numbers and email address);
- 1.4 Personal information is collected either directly from individuals in conference or from an individual by telephone, letter, facsimile or email.
- 1.5 The Federation does not collect sensitive information about an individual unless:
 - the individual has consented;
 - the collection is required by law;
 - the collection is otherwise permitted by the National Privacy Principles.

2. Security

- 2.1 The Federation will take all reasonable steps to ensure that the personal information it collects and stores is accurate, complete and current.

- 2.2 Personal information is kept in secured locations on the premises and is only accessed by authorised personnel. Personal information kept electronically is handled with care and secured by user identifiers, and passwords accessed only by authorised personnel. The Federal Offices in Canberra and Melbourne have security systems in place for the protection of all personal information stored either in paper or electronic form.
- 2.3 Archived personal information is maintained in a secure offsite facility and is only accessed by authorised personnel.
- 2.4 Security arrangements are monitored and reviewed regularly and all staff made aware of organisational systems for the processing, storing and transmitting of personal information and the protective security policies associated with this.

3. Disclosure

- 3.1 The Federation only uses or discloses personal information about an individual for the primary purpose for which the information is collected. Personal information is not used or disclosed for a secondary (related) purpose, except in accordance with the National Privacy Principles.
- 3.2 The Federation will not otherwise disclose personal information unless the individual has given consent or that disclosure is required by law.
- 3.3 No personal information is disclosed to third parties for the purposes of direct marketing. Personal information (such as name and address), is used, from time to time, for the purpose of forwarding information in the form of journals, newsletters and circular letters, unless an individual requests that their personal information is not used for that purpose.

4. Access

- 4.1 Any personal information held by the Federation pursuant to the Becausewecare Campaign shall be available on the written request to the individual providing it.

5. Complaints

- 5.1 All complaints about the manner in which personal information has been handled, or where access to personal information has been limited or denied, are addressed in accordance with the Federation's Policy on Complaints.

6. Members and Past Members of the Australian Nursing Federation

- 6.1 All personal information held on behalf of members and past members of the Australian Nursing Federation shall be dealt with in accordance with the Privacy Policy of the Australian Nursing Federation which is available on the Australian Nursing Federation website at: <http://www.anf.org.au>