



PLV INFORMATION PRIVACY POLICY

Policy oversight & responsibility	Executive Officer
First approved	December 2016
Approved by	Executive Committee
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Public Libraries Victoria (PLV) is an incorporated association of Victorian public library services. Activities include advocacy, information sharing, training, consortia purchasing and joint projects.

Compliance

PLV is committed to complying with the Privacy and Data Protection Act 2014 ('the Act').

This Act specifies 10 Information Privacy Principles (IPPs). This document outlines the policies of PLV regarding its management of personal information under these principles.

Under the Act personal information means recorded information or opinion, whether true or not, about a readily identifiable individual.

IPP 1 - Collection

PLV only collects personal information that is necessary for the performance of its functions or activities.

Upon collection of such information PLV will inform the individual;

- why it is collecting personal information,
- how that information can be accessed,
- the purpose for which the information is collected,
- with whom PLV shares this information,
- any relevant laws that require PLV to collect the information,
- and the consequences for the individual if all or part of the information is not collected.

All forms /documents that collect personal information will include the privacy notification contained in this document. *

Currently, PLV holds the following personal information for the following reasons;

- Library and Council contact details (telephone number, email address, fax number, work address) for the purpose of circulating information and conducting financial transactions
- Personnel files (letters of offer/acceptance, resumes, leave forms - long service, sick, annual) for employment related reasons.
- Resumes for the purpose of job applications /positions.

IPP 2 -Use and Disclosure

PLV only uses and discloses personal information for the primary purpose for which it was collected, or, a secondary purpose, related to the primary purpose, that the individual would reasonably expect, or a secondary purpose that has the consent of the individual, or where required by law to do so, or for any other reason permitted by the Act.

IPP 3 -Data Quality

PLV is committed to ensuring that the personal information it holds is accurate, complete and up to date.

IPP 4 -Data Security

PLV is committed to protecting the personal information it holds from misuse, loss, unauthorised access, modification or disclosure

PLV will take reasonable steps to lawfully and responsibly destroy or permanently de- identify personal information when it is no longer needed for any purpose.

IPP 5 -Openness

PLV will provide a copy of this policy to any person who requests it.

IPP 6 - Access and Correction

Individuals have the right to seek access to their own personal information held by PLV and make corrections. Requests for access and correction should be made to PLV's Executive Officer.

IPP 7 - Unique Identifiers

A unique identifier is a string of characters, usually a number, used to identify particular individuals. If the same identifier is used by different organisations, it can be a very effective tool for bringing together information about a single individual from a number of different sources.

PLV will not assign, adopt, use, disclose or require unique identifiers from individuals except for the course of conducting the normal PLV business or if required by law. PLV will only use or disclose unique identifiers assigned to individuals by other organisations if the individual consents to the use and disclosure, or the conditions for use and disclosure set out in the Act are satisfied.

IPP 8 -Anonymity

If it is lawful and feasible PLV will provide individuals with the option of not identifying themselves when entering transactions with PLV however anonymity may hinder or hamper the ability to deal with certain matters.

IPP 9 -Transborder data flows

PLV uses a cloud based web service called Wordpress. The Wordpress Privacy Policy can be found here:

<https://en-au.wordpress.org/about/privacy/>

IPP 10 -Sensitive Information

“Sensitive Information” means information or an opinion about an individual’s, race or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record – that is also personal information.

PLV will not collect sensitive information about an individual unless it is for one of the circumstances specified under the Act. This includes, consent of the individual.

Complaints

If an individual has a question, concern or complaint regarding the way in which PLV handles his or her personal information, he or she can contact PLV’s Executive Officer direct.

Administration at PLV

The Executive Officer is Katrina Knox execofficer@PLVN.net.au, ph.: 0419 750 452. The Executive Officer will be responsible for receiving complaints and requests for access and correction.

***Privacy Notification**

The personal information requested on this form is being collected by PLV for [insert purpose and any law that requires the particular information to be collected]. The personal information will be used solely by PLV for that primary purpose or directly related purposes. [If relevant} PLV may disclose this information to (organisations and why). If this information is not collected [insert main consequences]. The applicant understands that he or she may apply to PLV (ph. 0419 750 452) for access to and/or amendment of the information.