

PRIVACY POLICY

PURPOSE

The purpose of this policy is to provide a framework for the management of personal information provided to, or collected by, Camp Icthus.

SCOPE The policy applies to all types of information that Camp Icthus collects and holds

including, but is not limited to, personal information about:

- Adult members, Adult Supporters, Summer Camp applicants and parents and/or guardians collected before, during and after an application for participation on a Camp Icthus summer camp or activity;
- Volunteers and contractors;
- Other people who come into contact with Camp Icthus.

Personal information collected or held may include 'sensitive information' such as an individual's health, information relating to incidents of all types including mandatory reporting religious affiliation, or criminal record. It may also include information obtained via email, the Camp Icthus website and social media platforms.

POLICY STATEMENT

Camp Icthus is committed to protecting and maintaining the privacy, accuracy and security of all personal information and will apply the 'Australian Privacy Principles' as they apply from time to time.

Personal information shall only be collected where the information is reasonably necessary for a function or activity of Camp Icthus. Camp Icthus will take all reasonable steps to ensure that the personal information it collects is accurate, up to date and complete.

It is Icthus policy that members are required to respect the confidentiality of members, parents, and supporters' personal information and the privacy of individuals. Camp Icthus will protect the personal information it holds from misuse, Interference and loss, unauthorized access, modification or disclosure.

Camp Icthus will use personal information it collects for the primary purpose of collection and for secondary purposes that are related to the primary purpose of collection or to which a person has consented.

Camp Icthus respects every parent's rights to make decisions concerning their child.

1. RESPONSIBILITIES of the CoM

- Ensure that this policy is made available on the Camp Icthus website and to all members on request.

- Store personal information in a secure manner to prevent unauthorised access, including the use of password access rights to computerised records, and only provide access to personal information in accordance with the procedures defined below.
- The CoM will determine on a need to know basis how, when and to whom personal information is disclosed.

2. PROCEDURES

Collection of Personal Information;

Camp Icthus will generally collect personal information held about an individual by way of forms filled out by parents or members, face-to-face meetings and interviews, emails and telephone calls. In some circumstances Camp Icthus may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another organisation.

Personal information will be used and disclosed only for the purpose for which it was collected or for a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the information is allowed by law.

3. Disclosure of Personal Information:

Camp Icthus will not sell personal information, including mailing address data-bases, to others.

Camp Icthus may, where the information is reasonably necessary for a function or activity of Camp Icthus, disclose personal information, including sensitive information, held about an individual, to:

- Government departments;
- Medical practitioners;
- Camp Icthus' insurer/s and insurance agent/s;
- Parents and guardians;
- Anyone the individual authorises Camp Icthus to disclose information to;
- Anyone to whom Camp Icthus is required to disclose the information to by law.

4. Treatment of Sensitive Information:

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information as allowed or required by law. Secure storage and confidentiality of such information will be paramount.

5. Information relating to Access and Intervention Orders

Where a parent or guardian of a camper or youth participant advises Camp Icthus of the details of a parenting order under the Family Law Act 1975 (C'th) or a child

Protection Order under the Children Youth and Families Act 2005 (Vic) or an intervention order under the Family Violence Protection Act 2008 (Vic) or Personal Safety Intervention Orders Act 2010 (Vic), this information will be treated as if it were sensitive information and be dealt with in accordance with this policy and its procedures. Access and Correction of Personal Information under the Privacy Act 2001 (C'th), and the Health Records Act 2001 (Vic), an individual has the right to access to any personal information which Camp Icthus holds about them and advise Camp Icthus of any perceived inaccuracy.

Consent and rights of access to the personal information of members by third parties:

Generally, Camp Icthus will refer any requests for consent and notices in relation to the personal information of a camper or youth participant to the youth's parents/guardian. Camp Icthus will treat consent given by parents as consent given on behalf of the youth and notice to parents/guardian will act as notice given to the youth. Camp Icthus will not provide access if consent is not given, unless there is a requirement under Law to provide the information.

6. Treatment of Camper Information during Summer Camp Programme

The information collected when a child is attending our camping programme is to both a legal requirement and a detail of the youth's medical needs. It is necessary for Camp Icthus to collect these details to run our camping programme.

Personal information will be used and disclosed only for the purpose for which it was collected or for a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the information is allowed by law.

In order to protect personal information from misuse, loss, unauthorized access, modification or disclosure, the leadership team will ensure that in relation to personal information:

- Access will be limited to members who require this information in order to do their jobs
- Medical needs and issues will be discussed at the discretion of the Skipper in order to create a safe and fun environment for all children attending the program. Address, phone number and payment details of the child are for the Skipper, Summer camps coordinator and Committee of Management to use.
- Medical and personal details will not be left in areas that allow for unauthorised access.
- Personal/confidential information relating to the child or their family shall not be discussed in open areas or social media or with other children

- The physical storage of all materials will be in a secure cabinet or area.
- Computerised records containing personal information will be kept in a secure area
- Telephone - only limited personal information will be provided over the telephone to persons authorised to receive that information;

7. Inquiries and Complaints:

A person can obtain further information about the way Camp Icthus manages the personal information it holds, or lodge a complaint if they believe Camp Icthus has breached the Australian Privacy Principles, by contacting the CoM. The CoM will investigate any complaint and will notify the person of the making of a decision in relation to the complaint as soon as is practicable after it has been made. Complaints will be dealt with in accordance with Camp Icthus Feedback, Appeals and Complaints Procedure.

8. Removal/Destruction of Information:

Where personal information held is no longer required for the purposes for which it was provided, and the deletion of the record is allowed by law, Camp Icthus may delete or destroy information relating to an individual.

9. Visitors to the Camp Icthus website:

The servers used by Camp Icthus may record information sent by an individual's browser, including the server's address, pages visited and so forth and the Camp Icthus website may use cookies that identify an individual's browser, and make use of analytics on website activity and internet usage. Further details are available on request from the CoM. Opt-out settings may be available on an individual's browser.

DEFINITIONS

Australian Privacy Principles: Being the principles contained in the Privacy Act 1988 (Cth).

Sensitive Information: Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical belief, sexual orientation or practices or criminal record, that is also personal information; health information; financial information; and biometric information about an individual

HOW CAMP ICTHUS WILL USE THE PERSONAL INFORMATION PROVIDED

Personal information shall only be collected and stored where the information is reasonably necessary for a function or activity of Camp Icthus.

Camp Icthus will use personal information it collects for the primary purpose of collection, as defined below, and for such other secondary purposes that are related to the primary purpose of collection or to which a person has consented.

1. Members & Supporters

In relation to personal information of members, parents, and supporters, Camp Icthus primary purpose of collection includes satisfying the needs of parents, the needs of the member and/or supporter, and the needs of Camp Icthus throughout the whole period the individual is a member or supporter.

The purposes for which Camp Icthus uses personal information of members, parents, supporters and campers include:

- To keep members, parents, supporters and campers informed about matters related to Camp Icthus through correspondence and Informers
- Day to day administration of Camp Icthus
- Catering for an individual's educational, social, and mental wellbeing
- Seeking donations and marketing for Camp Icthus
- To satisfy the legal obligations of Camp Icthus and allow Camp Icthus to discharge its duty of care

In some cases where Camp Icthus requests personal information about a member, parent, supporter or camper if the information requested is not provided, Camp Icthus may not be able to accept membership or continue membership of an individual or permit the individual to take part in a particular activity.

Members and supporters will always be provided with an option to 'opt-out' of receiving electronic news and marketing material via an 'unsubscribe' link.

2. Photographs and digital images

As part of its regular activities Camp Icthus may take photographs and/or digital images and/or audio and/or video images of members, supporters, campers and others participating in activities for training, recognition, or publicity purposes. Unless an objection in writing is received by Camp Icthus, it will be assumed that you will have allowed Camp Icthus to use such material for such uses.

3. Contact listings

Members, parent/guardian, supporters and campers contact details may be included in a contact listing provided to others involved in a particular formation, event or activity to assist participants communicate with each other and for the provision of relevant information. If an individual does not want their contact details included in such a list, it will be removed on request.