



INFORMATION MANAGEMENT POLICY

(Prepared in compliance with the *Privacy Act 1988 (Cw)* and subject to its detailed provisions).

Collection

1. Where personal information (including health information) is collected, only fair and lawful means will be used, and the person from whom it is collected shall be advised of :

- the purpose of its collection,
- the option of anonymity wherever appropriate,
- anyone to whom their information might normally be passed on, and
- that they can have access to their records and have them corrected if they wish.

2. Only information that is necessary for the function or activities of Cancer Voices SA will be collected.

Records, publication

3. Personal information shall be placed on record or in a publication only where directly related to the purpose for which it was collected.

4. Records shall be kept as secure from loss or unauthorised access and as up to date as possible.

5. Records shall be destroyed or personal identification removed from them if no longer needed for their purpose(s).

6. There shall always be available a written Statement of Records containing

- the nature of personal information held,
- its purpose(s),
- its use(s) or disclosure,
- the classes of individuals about whom information is held,
- the period the information is kept, and
- steps to be taken for access or correction.

Use

7. Personal information (including health information) will be used only for the purposes of collection, unless the person from whom it was collected consents to other purposes.
8. Health information will be collected about a person only with their consent.
9. Cancer Voices SA will not use, disclose or adopt any personal identifier assigned to an individual by an agency.
10. Cancer Voices SA will always offer the individual the option of anonymity in any use.
11. Personal information will not be transferred overseas without individual consent.

STATEMENT OF RECORDS

(As at February 2007)

Cancer Voices SA holds the following types of personal information:

1. Records for the purposes of membership, including

- names,
- contact details,
- type(s) of cancer by which they are affected,
- subscription/donation details,
- skills/expertise/experience available to the association.

These records will be updated as advised by the member, and destroyed (or all identification removed) 3 months after subscription has expired, resignation or other termination of membership.

The information will not be passed to other persons or organisations, other than those reasonably necessary in the normal running of a membership, without consent.

2. Records for the purposes of surveying, including

- names and contact details,
- type(s) of cancer by which they are affected,
- other personal, health and sensitive information related to the topic(s) of the survey.

Such information will be used only as directly or implicitly consented to, and all identification removed in any advocacy activities or publication of any report unless specifically consented to. Raw data will be kept secure and destroyed once the purpose of the survey has been fulfilled.

3. Other contact information

- names, contact details and skills/experience of individuals and organisations necessary and relevant to the normal business of the association,
- names, contact details and skills/experience of individuals and organisations interstate and overseas involved in kindred activities.

Such information will be destroyed or identification removed as it becomes redundant.

Cancer Voices SA Policy Number 1

Approval date: 2 May 2007

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Review date:

Access to the above information will be available to the persons/organisations about whom it is held, and may be corrected as appropriate, by contacting the Secretary of Cancer Voices SA.