

12. JESUIT VOLUNTEERS AUSTRALIA

12.1.04 PRIVACY POLICY



Under the Privacy Act 1988 (as amended) Jesuit Volunteers Australia (JVA) is obliged to comply with requirements effective from 21 December 2001. The following policy statement provides an overview of how JVA meets these privacy compliance obligations.

Policy Statement

Protecting the privacy of others is important to Jesuit Volunteers Australia (JVA). Whenever JVA collects and otherwise deals with personal information, it is governed by the National Privacy Principles (NPPs) which are contained in the Privacy Act 1988. Therefore, whenever collecting and dealing with information such as the name, address, email address or phone number and any sensitive information such as health information, JVA is bound by the NPPs. Whenever JVA collects personal information from people seeking to join JVA, it will make every reasonable attempt to inform the applicant of why it is collecting the information, to whom it will disclose that information and the purposes for which it intends to use that information. In general, the purposes for which JVA collects personal information include:

- to process an application to become a participant in the JVA program
- to facilitate the participant's placement in an appropriate position
- to assist the participant with services whilst he/she is placed in the program
- to provide feedback and follow-up on the participant's placement
- to obtain feedback from participant about his/her experiences
- to allow JVA to review and improve its program
- to keep the participant informed of JVA developments and future placement opportunities

To ensure that these purposes are fulfilled, the information will be stored, processed and handled in a manner that complies with the NPPs. To place the participant in the program, it will be necessary, where relevant, to pass on some of the information that is provided to appropriate third parties such as Jesuit Social Services, JVA insurer and auditors and placement agencies. Where it is necessary for JVA to collect sensitive information from the participant such as information about his/her health, JVA shall only disclose this information after receiving your consent to do so.

At all times, JVA will take great care to ensure that the participant's personal information is protected and treated confidentially and in accordance with the Privacy Act. If the participant believes that JVA has not dealt with their personal information in a manner that complies with the Privacy Act or if the participant wishes to access personal information that JVA holds about the participant, the participant may write to or email the JVA National Coordinator requesting the information that the participant would like to access.

**All correspondence should be directed to:
National Coordinator, Jesuit Volunteers Australia
PO Box 271 Richmond Victoria 3121 Email: jss@jss.org.au**