



Privacy Policy

POL013

Policy and Procedure

Introduction

Save our Wildlife Foundation Incorporated (SOWFI) is committed to protecting the privacy of personal information that the organisation collects, holds and administers. Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include but is not limited to: names, addresses, email addresses, and telephone numbers.

Purpose

The purpose of this document is to provide a policy for SOWFI in dealing with privacy considerations.

Policy

SOWFI collects and administers a range of personal information for the purposes of running its operations to save and protect South Australian wildlife through rescue and rehabilitation, scientific research, public education and advocacy.

SOWFI recognises the right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

SOWFI is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling Personal Information.

SOWFI will

- Collect only information which we require for our primary function
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Third Parties

Where reasonable and practicable to do so, SOWFI will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and

- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

SOWFI will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Document control			
Version	Date approved	Approved By	Changes
1.1	12 February 2021	SOWFI Board	Policy reviewed by Board. Policy updated and expanded to step out security and rights of access