



Updated as at April 2017

## 1. OVERVIEW AND PURPOSE

St John (NSW) is committed to protecting your privacy and providing information and services relevant to you. St John (NSW) complies with the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**). This policy sets out how St John Ambulance Australia (NSW) complies with its obligations under the Privacy Act 1988. St John (NSW) is bound by the Australian Privacy Principles which regulate how organisations may collect, store, use and disclose personal information, and how individuals may access and correct information held about them. This policy should be ready in conjunction with the Privacy Act and the APPs.

This Policy applies to personal information St John Ambulance Australia (NSW) collects from you through any of the following mechanisms:

- Website
- Social Media
- Telephone
- Email
- Fax
- In person; and/or
- In writing
- Surveys

## 2. POLICY

### **The type of information St John (NSW) may collect**

St John (NSW) only collects personal information that is necessary for the organisation to perform its functions and/or activities. Depending upon the circumstances you may provide to St John (NSW) and St John (NSW) may collect information such as, but not limited to:

- Your name;
- Your contact details;
- Your social media details (e.g. blogs, twitter, Facebook, LinkedIn);
- Your gender;
- Your date of birth;
- Your marital status;
- Your educational qualifications; and
- Your inquiry or complaint details.



The Privacy Act allows the organisation to collect sensitive information which relates solely to St John (NSW) members or people who have regular contact with the organisation if the sensitive information relates to the organisation's activities. We will only collect sensitive information where we have received your consent to your personal information being collected, used, disclosed and stored by St John (NSW) in accordance with this Policy.

Where you provide information to St John (NSW) in relation to an employment or membership application the personal information you provide will only be collected, held, used and disclosed for the purposes of considering your potential employment / membership with the organisation. Where you provide the details of referees, you confirm that you have informed the referees that you are providing their contact information to St John (NSW) and they have consented to St John (NSW) contacting them and discussing the personal information you have provided in relation to the application.

#### **The purposes for which personal information is collected, held, used and disclosed**

St John (NSW) collects, holds, uses and discloses your personal information to:

- identify you personally;
- communicate with you;
- manage all aspects of an employee's employment relationship, including, but not limited to, payroll, benefits, corporate travel and other reimbursable expenses, development and training, absence monitoring, performance appraisal, disciplinary and grievance processes and other general company, administrative and human resource related processes; and/or
- comply with applicable laws (e.g. health and safety), including judicial or administrative orders regarding individual employees.

#### **Disclosure of your personal information**

St John (NSW) may disclose your personal information, in connection with or to further the purposes outlined above, to:

- Government bodies or agencies (including the Fair Work Commission, the Fair Work Ombudsman, the Australian Tax Office, an anti-discrimination body, a work/occupational health and safety regulator, Crimtrac agency, The Commission for Children and Young People);
- Organisations to whom we outsource functions (including information technology providers, print service providers, marketing agencies, mail houses);
- Insurance companies where the organisation holds a policy that covers you (e.g. Workers Compensation Insurance, Public Liability Insurance etc.)
- Law firms and solicitors or barristers where the organisation may engage these firms to act for a particular purpose;
- Web host provider;
- Auditors appointed to conduct audits in accordance with legal requirements;
- Otherwise as you have consented; and/or



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- Otherwise as required by law.

If any of these organisations are located outside Australia, you expressly consent to us disclosing your personal information to those organisations.

We take reasonable steps to ensure that each organisation that we disclose your personal information to is committed to protecting your privacy and complies with the Australian Privacy Principles, or is subject to a law or scheme that is at least substantially similar to the way in which the Australian Privacy Principles protect information. By providing your personal information to St John (NSW), you consent to us transferring your personal information to such other organisations.

#### **How St John (NSW) holds personal information**

Wherever reasonably practicable St John (NSW) holds electronic personal information on data servers that are owned and controlled by the organisation. The data servers are password protected and login secured.

Wherever reasonably practicable St John (NSW) holds physical personal information in access controlled premises.

When St John (NSW) no longer requires your personal information for a specific purpose and we are not required to keep it to comply with any laws, we will take such steps as are reasonable in the circumstances to destroy your personal information or to ensure that the information is de-identified.

#### **Access to and / or correction to personal information held by St John (NSW)**

You have the right to request access to your personal information and request that it be updated or corrected. In most cases, you can gain access to the personal information that the organisation may hold. To request access to, correction of, or updating of any personal information held about you, please contact HR via email: [hr@stjohnnsw.com.au](mailto:hr@stjohnnsw.com.au).

#### **Other enquiries**

If you would like to update your personal information, or have any questions, comments or concerns regarding this policy, please contact HR at: [hr@stjohnnsw.com.au](mailto:hr@stjohnnsw.com.au) or (02) 9745 8787.