



PRIVACY POLICY

POLICY INTENT

To provide a clear framework for managing personal information in accordance with the [Australian Privacy Principles \(Cth\)](#), the cornerstone of the privacy protection framework reflected in the [Privacy Act 1988 \(Cth\)](#), and the [Privacy and Data Protection Act 2014 \(Vic\)](#), the Acts.

POLICY STATEMENT

UMFC maintains all relationships and undertakes all agency activities based on our values of *Participation, Respect, Excellence, Justice and Honesty*.

UMFC collects, holds, uses, and discloses personal information to carry out its activities under a range of legislation. At all times, UMFC seeks to only collect the information we need for the particular function or activity we are carrying out to manage staff or service delivery to clients. We sometimes collect personal information from a third party to enable client service delivery. UMFC is committed to managing personal information in accordance with the Acts.

POLICY RESPONSIBILITIES

Management will:

- Provide a clear framework to manage privacy in accordance with the Acts.
- Take steps to ensure the security and confidentiality of personal information UMFC holds. These steps include password protection for accessing our electronic IT systems, audit trails of electronic systems, and physical access restrictions.
- Ensure staff remain trained and aware of their responsibilities under the Acts.
- Support investigations and remedial actions in the event of a breach of the Acts.
- Be responsible for managing the period of time files are to be [retained for](#).
- Appoint a Privacy Officer who is the first point of contact for advice on privacy matters at UMFC, co-ordinates UMFC's response to privacy requirements under Federal and State legislation, and promotes strong privacy governance and capability.

All staff are responsible for:

- Managing personal information in accordance with the [Information Privacy Procedure](#).
- Notifying management as soon as practicable for any potential data breaches in accordance with the [Privacy and Data Breach Procedure](#).
- Responding to requests for access to personal information in accordance with the [Personal Information Access Request procedure](#).

LEGISLATION AND RELATED INFORMATION

- Privacy Officer Toolkit (Office of the Australian Information Commissioner)
- Privacy Act 1988 (Commonwealth) (covers organisations with annual turnover of more than \$3 million)

- Privacy and Data Protection Act 2014 (Victoria) (as a contracted service provider in relation to services under Victorian state contract)
- Notifiable Data Breaches Scheme
- Australian Privacy Principles guidelines

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