



Alliance Privacy Principles

Privacy Statement

The Lake Macquarie Sustainable Neighbourhood Alliance (the Alliance) and its member Sustainable Neighbourhood groups are committed to protecting the privacy of our volunteers and contacts.

The Alliance and all Sustainable Neighbourhood groups will adhere to these Guidelines when collecting, using, and managing personal details. These Guidelines are based on the National Privacy Principles (<http://www.privacy.gov.au/law/act/npp>) set out by the Privacy Act (Commonwealth) 1988.

Definition

Personal Information	<p>Personal information is any information or opinion about an identifiable person. For Sustainable Neighbourhood groups this will usually include:</p> <ul style="list-style-type: none"> • written records about a person (for example, contact details, emergency contact details, records of participation, relevant medical conditions, availability and interests) • a photograph or image of a person.
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Collecting personal information

When collecting personal information, the Alliance and member groups will:

1. Only collect personal information that is relevant, and necessary, for the functioning of the Sustainable Neighbourhood group.
2. Only collect personal information directly from the person concerned, unless otherwise in accordance with these Guidelines.
3. Inform the individual concerned of the purpose, intended recipients, supply, storage, and access details of their personal information. Details of the information usually collected by Sustainable Neighbourhood groups is detailed in Table 1.

Table 1. General statement regarding personal information collected by the Lake Macquarie Sustainable Neighbourhood Alliance and its Member Groups

Purpose of collection	<ul style="list-style-type: none"> • To contact individuals and manage participation in relation to Sustainable Neighbourhood activities. • To inform individuals of relevant sustainability opportunities and activities. • To promote the Sustainable Neighbourhood program.
Intended recipients	<ul style="list-style-type: none"> • Relevant local Sustainable Neighbourhood Group representatives • Lake Macquarie Sustainable Neighbourhood Alliance • Lake Macquarie City Council

	<ul style="list-style-type: none"> • Insurance provider
Supply	Supply of your personal details is voluntary. However, some participation or opportunities may be limited without the requested details.
Storage	Personal details are stored and maintained in an electronic database, managed by a local Sustainable Neighbourhood Group and/or the Lake Macquarie Sustainable Neighbourhood Alliance (Inc).
Access	<p>Your personal details may be accessed, corrected, or updated by contacting a local Sustainable Neighbourhood group's designated recordkeeper.</p> <p>Alternately, you can contact the Secretariat, Lake Macquarie Sustainable Neighbourhood Alliance, admin@sustainableneighbourhoods.org.au, for further information.</p>

4. Seek consent when taking photographs or videos where a person's face is identifiable.
5. Information relating to ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health, or sexual life shall not be collected, used or disclosed by a Sustainable Neighbourhood group.
6. Information relating to an individual's criminal history may only be processed as required or authorised by law.

Recording, Storing, and Maintaining Personal Information

Table 2 details the nature, type and access conditions of personal information kept by the Alliance and its member groups.

7. The Alliance and member groups endeavour to maintain accurate, complete, and up to date records of all personal information they have collected.
8. The Alliance and member groups will each maintain a central, electronic record of all personal details they have collected, including volunteer registrations, membership applications, participation in training and activities, and interested contacts and queries.
9. All personal information is kept securely as it is reasonable in the circumstances to take, against loss, unauthorised access, use, modification, or disclosure.
10. An individual shall have access to all records that contain their personal information. To request access to their personal information, an individual can contact their local Sustainable Neighbourhood group, or the Lake Macquarie Sustainable Neighbourhood Alliance, Secretariat on 4921 0117 or admin@sustainableneighbourhoods.org.au.

Use and Disclosure of Personal Information

11. Personal information collected on behalf of the Alliance and/or a Sustainable Neighbourhood Group may only be accessed and used for the purposes for which it was collected.

(Unless:

- the individual concerned has consented to use of the information for another purpose;
 - the recordkeeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person; or
 - use of the information for that other purpose is required or authorised by or under law.)
12. Under no circumstances can personal information collected on behalf of a Sustainable Neighbourhood group be used for personal, commercial or other purposes, other than the purposes stated in these guidelines.
 13. Sustainable Neighbourhood groups are responsible for managing their email list for participants in their local neighbourhood. A group's email list should only be used to contact individuals and manage participation in relation to Sustainable Neighbourhood activities, and to inform individuals of relevant sustainability opportunities and activities.
 14. Regarding disclosure of personal information records between a local Sustainable Neighbourhood Group, the Lake Macquarie Sustainable Neighbourhood Alliance, and/or Lake Macquarie City Council, the recipient of the personal information shall not use or disclose the information for a purpose other than the purpose for which the information was originally collected.

Table 2. Details of data collected and managed by the Lake Macquarie Sustainable Neighbourhood Alliance and its member groups

Details Collected	Source	Purpose	When do we collect? Who from?	Who has access and use of records?
Contact details	<ul style="list-style-type: none"> Direct from individual. Or disclosed by Lake Macquarie City Council with consent. Or disclosed between local Sustainable Neighbourhood Group and Lake Macquarie Sustainable Neighbourhood Alliance. 	<ul style="list-style-type: none"> To contact individuals and manage participation in relation to Sustainable Neighbourhood activities. To inform individuals of relevant sustainability opportunities and activities. 	<ul style="list-style-type: none"> Individuals who contact us with a query or to express their interest in our activities. Individuals who attend or participate in our activities (ie complete a record on a sign in / sign out sheet) Individuals who become a formal member of a local Sustainable Neighbourhood Group (and therefore of the Alliance) Individuals who volunteer for a local Sustainable Neighbourhood Group and/or the Alliance (ie complete a Volunteer Registration Form) 	<p>Only for the purpose of managing participation in relation to Sustainable Neighbourhood activities or to inform contacts of relevant sustainability opportunities and activities, or otherwise conduct Sustainable Neighbourhood business:</p> <ul style="list-style-type: none"> Local Sustainable Neighbourhood Group participants Lake Macquarie Sustainable Neighbourhood Alliance, Board Members and Secretariat Lake Macquarie City Council staff
Group role and formal membership details	<ul style="list-style-type: none"> Direct from individual. Or disclosed by Lake Macquarie City Council with consent. Or disclosed between local Sustainable Neighbourhood Group and Lake Macquarie Sustainable Neighbourhood Alliance. 	<ul style="list-style-type: none"> To manage participation in relation to Sustainable Neighbourhood activities. 	<ul style="list-style-type: none"> Individuals who become a formal member of a local Sustainable Neighbourhood Group (and therefore of the Alliance) Individuals who take on a particular role in a local Sustainable Neighbourhood Group and/or the Alliance 	
Emergency contact details	<ul style="list-style-type: none"> Direct from individual. Or disclosed by Lake Macquarie City Council with consent. Or disclosed between local Sustainable Neighbourhood Group and Lake Macquarie Sustainable Neighbourhood Alliance. 	<ul style="list-style-type: none"> To manage participation in relation to Sustainable Neighbourhood activities. In particular, to enable activity coordinators to contact a volunteer's next of kin in case of an emergency. 	<ul style="list-style-type: none"> Individuals who volunteer for a local Sustainable Neighbourhood Group and/or the Alliance (ie complete a Volunteer Registration Form) 	
Relevant medical conditions – management plan	<ul style="list-style-type: none"> Direct from individual. 	<ul style="list-style-type: none"> To manage participation in relation to Sustainable Neighbourhood activities. In particular, to assist Sustainable Neighbourhood groups to safely manage volunteers, complete risk assessments, and allocate suitable tasks. This information may also be required in case of an insurance claim. 	<ul style="list-style-type: none"> Individuals who volunteer for a local Sustainable Neighbourhood Group and/or the Alliance (ie complete a Volunteer Registration Form) 	
Volunteer availability and interest	<ul style="list-style-type: none"> Direct from individual. 	<ul style="list-style-type: none"> To manage participation in relation to Sustainable Neighbourhood activities. 	<ul style="list-style-type: none"> Individuals who volunteer for a local Sustainable Neighbourhood Group and/or the Alliance (ie complete a Volunteer Registration Form) 	
Attendance / participation in Group activities, including training	<ul style="list-style-type: none"> Direct from individual. Or disclosed by Lake Macquarie City Council with consent. Or disclosed between local Sustainable Neighbourhood Group and Lake Macquarie Sustainable Neighbourhood Alliance. 	<ul style="list-style-type: none"> To manage participation in relation to Sustainable Neighbourhood activities. In particular, to keep track of training completed, and participation in group activities. This information may also be required in case of an insurance claim. 	<ul style="list-style-type: none"> Individuals who attend or participate in our activities (ie complete a record on a sign in / sign out sheet) 	
Photographs and videos	<ul style="list-style-type: none"> Photographs and videos taken at Sustainable Neighbourhood activities Or disclosed by Lake Macquarie City Council with consent. Or disclosed between local Sustainable Neighbourhood Group and Lake Macquarie Sustainable Neighbourhood Alliance. 	<ul style="list-style-type: none"> To document a Sustainable Neighbourhood event or activity To use in promotional materials including printed materials and/or websites, to promote Sustainable Neighbourhood groups and activities. 	<ul style="list-style-type: none"> Individuals who attend or participate in our activities 	