

ABN 69 152 900 519

PRIVACY POLICY

Processes

Collection VBB will:

- Only collect information that is necessary for the performance and primary function of VBB.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure VBB will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, VBB will obtain consent from the affected person.

Data Quality VBB will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention VBB will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the organisation's Retention & Archiving Policy.

Openness VBB will:

- Ensure stakeholders are aware of VBB's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction VBB will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity VBB will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations VBB can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

End