



ק"ק עץ חיים
ETZ CHAYIM
PROGRESSIVE SYNAGOGUE

Learning from the past Living in the present Looking to the future

PRIVACY POLICY

Date for review: July 2013

Distribution: Etz Chayim Board, administrative staff and available to any other person on request.

Rationale

The rationale of this policy is to:

- Ensure individuals who provide personal information to Etz Chayim Progressive Synagogue (Etz Chayim) have their rights to privacy and confidentiality respected, and their recorded information managed in a manner that accords with ethical obligations; and
- Ensure the Board, staff and members are aware of the policies governing handling of personal information at Etz Chayim; and
- Set out the steps an individual must take to access their personal information held by Etz Chayim.

Personal and health information held by Etz Chayim

Etz Chayim holds individuals' personal information in relation to:

- Etz Chayim administration (including membership records, mailing lists, general correspondence and accounts records).

Structure of policy

Part I Describes policies relating to management of personal information by Etz Chayim.

Part II Sets out the steps individuals must take to obtain access to their personal information.

Part I

Collection

Personal information is collected to carry out the functions and administration of Etz Chayim. A collection statement can be provided to individuals in respect of all personal information collected by Etz Chayim. Privacy statements are provided in writing or verbally.

Generally, personal information is collected from the individual directly, with their consent.

Use and Disclosure of information

Etz Chayim uses and discloses personal information for the primary purpose for which it was collected, for reasonably expected secondary purposes related to the primary purpose or with consent of the individual.

Generally Etz Chayim will not disclose membership information to another organisation without the consent of the member involved. If another organisation wishes to send information to Etz Chayim membership then Etz Chayim may facilitate a mail-out on their behalf without disclosing personal information.

Etz Chayim may consider disclosure of personal information to organisations which could be considered a sister organisation, such as those affiliated to the U.P.J. or P.J.V., in defined circumstances as follows:

- A membership list of personal information will only be disclosed if 80% of the identified group consent.
- Only those members who gave their consent will be included.
- Etz Chayim will contact members to notify them of required consent
- Mail may be sent without specific consent as Etz Chayim will facilitate distribution without disclosure of personal information to a 3rd party.

Data quality

Etz Chayim takes reasonable steps to ensure the information it holds is accurate, complete, up-to-date and relevant to its functions and activities. Members are requested to advise Etz Chayim if their contact information alters.

Data security

Etz Chayim ensures that personal information is kept securely and protected against misuse, loss, unauthorised access, modification and disclosure. There are:

- physical safeguards;
- operational safeguards; and
- technical safeguards.

Retention and Destruction of personal and health information

Destruction of personal information takes place by way of a secure shredding process.

Transborder data flows

Where personal and/or health information relating to an individual is to be transmitted out of Victoria Etz Chayim will ensure the existence of similar laws or a scheme in the other jurisdiction. Generally, the consent of the individual is obtained.

Part II

Access to individuals' personal and health information by Etz Chayim

Individuals have a right of access to their personal information held by Etz Chayim.

Individuals who seek access to their personal and health information should make a request in writing addressed to the office administrator.

The request should set out the name and address details of the person seeking access to information, and a description of the information to which access is sought.

Written reasons will be provided if Etz Chayim refuses to provide access to any information requested by an individual.

Any enquiries regarding access to information held by Etz Chayim should be directed to the office administrator on 9563 9208 or info@etzchayim.org.au