

Kith and Kin Privacy Statement

Ensuring that privacy and confidentiality are protected is central to Kith and Kin's services.

Kith and Kin only collects personal information:

- which is necessary for the provision of services
- which is given voluntarily; and
- which will be stored securely

When in possession or control of a record containing personal information, Kith and Kin will take all reasonable steps to ensure that:

- the record is protected against loss, unauthorised access, modification or disclosure
- if it is necessary for personal information to be given to a person in connection with the provision of a service to Kith and Kin, everything reasonable will be done to prevent unauthorised use or disclosure of that information.

Kith and Kin will not disclose personal information:

- without the individual's consent; or
- unless that disclosure is required or authorised by or under law.

Under no circumstances will Kith and Kin sell or receive payment for licensing or disclosing personal information about volunteers, employees or participants.

All employees and participants of Kith and Kin have the right to request access to records containing personal information about them.

Third party providers

1. Kith and Kin uses trusted third party providers in order to support our operations (For example, IT services) and deliver services. These third party providers may store information inside or outside of Australia.
2. We only select reputable third party providers on the basis of their published privacy policies. We will do our best to ensure that third party providers do not breach the Privacy Legislation.
3. A list of third party providers can be requested using the contact details below.

Notification of a data breach

If we become aware of unauthorised access to or loss of your Personal Information, we will promptly:

1. (a) notify you;
2. (b) investigate the cause;
3. (c) do our best to remedy any consequences; and
4. (d) tell you what steps we have taken to prevent a reoccurrence.

All inquiries about privacy should be directed to the Executive Officer on 47220101.