

# Barriekneal Housing and Community Ltd



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## Privacy Notice and Consent

### **Consent**

I, \_\_\_\_\_  
(Full Name)

of, \_\_\_\_\_  
(Residential Address)

I have read and understood the attached information. I authorise employees of Barriekneal Housing & Community Ltd including their directors to obtain relevant information from, and release relevant information to my current/previous landlord via face to face, phone and/or email. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Barriekneal Housing & Community Ltd, the company may be unable to provide the products or services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

### **Privacy**

Barriekneal Housing & Community Ltd is committed to protecting your privacy in compliance with the *Privacy and Personal Information Act 1998* (NSW). Barriekneal Housing & Community Ltd also has a full privacy policy, see attached.

## PRIVACY POLICY

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### **Introduction**

The Board, Staff and volunteers of Barriekneal Housing & Community Ltd is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

### **Purpose**

The purpose of this document is to provide a framework for Barriekneal Housing & Community Ltd in dealing with privacy considerations.

### **Policy**

Barriekneal Housing & Community Ltd collects and administers a range of personal information for the purposes of membership, tenancy agreements and housing waiting list compilation. The organisation is committed to protecting the privacy of personal information it collects, holds and Administers.

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Barriekneal Housing & Community Ltd recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected and made accessible to them. These privacy values are reflected in and supported by our core values and philosophies.

Barriekneal Housing & Community Ltd is bound by the Privacy and Personal Information Act 1998 (NSW) and the Federal Privacy Act 1998, as well as other laws, which impose specific obligations when it comes to handling information.

The organisation has adopted the respective Privacy Principles contained in the NSW Privacy Laws as minimum standards in relation to handling personal Information. In broad terms this means that Barriekneal Housing & Community Ltd will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## **Procedures**

### **Collection**

Barriekneal Housing & Community Ltd will:

- Only collect information that is necessary for the performance and primary function of Barriekneal Housing & Community Ltd.
- 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**

Barriekneal Housing & Community Ltd will:

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

### **Data Quality**

Barriekneal Housing & Community Ltd will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to date, and relevant to the functions we perform.  
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Data Security and Retention Barriekneal Housing & Community Ltd will:
- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with Records Management Policy.

### **Openness**

Barriekneal Housing & Community Ltd will:

- Ensure stakeholders are aware Barriekneal Housing & Community Ltd's Privacy Policy and its purposes.
- Make this information freely available in relevant publications.

### **Access and Correction**

Barriekneal Housing & Community Ltd 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**

Barriekneal Housing & Community Ltd will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys or making information available to other service providers
- Only release personal information about a person with that person's expressed permission.
- For personal information to be released, the person concerned must sign a release form.
- Release information to third parties where it is requested by the person concerned.

## **Responsibility**

Barriekneal Housing & Community Ltd Board/ is responsible for adopting this policy. Barriekneal Housing & Community Ltd Board, CEO and all staff members, contractors and volunteers are responsible for the implementation of this policy. Barriekneal Housing & Community Ltd CEO is responsible for monitoring changes in privacy legislation and for reviewing this policy as and when the need arises.