

Wellington Community Justice Project Privacy Policy

The Wellington Community Justice Project (WCJP) is an agency that retains private information, principally personal information about our volunteers. As such, we have a duty to follow the principles outlined in s 6 of the Privacy Act 1993.

1. Purpose

- a. The purpose of this policy is to create best organisational practice for the WCJP around the collection and use of private information. It is designed to minimise privacy breaches and to provide a clear framework for complaints relating to such breaches.

2. Organisational Scope

- a. This policy applies to the following:
 - i. All Executive members of WCJP
 - ii. All volunteers of or affiliated to WCJP
 - iii. All contractors of WCJP.

3. Definitions

- a. Private information includes all transactions, records and information pertaining to any and all personal or commercial business of WCJP;
 - i. Personal information is a subset of private information, which includes information which may personally identify an individual(s).

4. Privacy Officer

- a. The Secretary of the WCJP shall be appointed Privacy Officer;
- b. Notwithstanding subsection (a), the Student Directors shall have the power to appoint an alternate Privacy Officer;
- c. The Privacy Officer will:
 - i. Develop good policies for handling personal information that suit the WCJP's needs;
 - ii. Handle queries or complaints about privacy from customers or volunteers;
 - iii. Identify and raise any risks that might arise with personal information;
 - iv. Notify the Executive of any privacy breaches or potential breaches at the earliest opportunity.
 - v. Liaise with the Office of the Privacy Commissioner if necessary.

5. Storage of private information
 - a. Personnel must take reasonable steps to ensure that private information is protected against loss and non-legitimate access, use, modification or disclosure.
 - b. If it is necessary for the information to be given to a person or agency associated with a service of WCJP, all reasonable steps must be taken to prevent unauthorised use or unauthorised disclosure of the information.
6. Restrictions on the use and disclosure of private information
 - a. Personnel must reasonably ensure that private information is accurate, up to date, complete, relevant and not misleading before using it;
 - b. The Privacy Officer shall ensure that personal information is not kept for longer than is required for its intended purpose;
 - c. Personal information obtained in connection with one purpose shall not be used for any other purpose unless WCJP believes it is reasonable under circumstances prescribed in the Privacy Act 1993;
 - d. Personal information shall not be disclosed to a person, body or agency unless WCJP believes it is reasonable under circumstances prescribed in the Privacy Act 1993.
7. Collection of personal information
 - a. When collecting information about people, personnel must take reasonable steps to:
 - i. Only collect personal information that is needed;
 - ii. Obtain the information only from the person concerned;
 - iii. Explain why the information is needed and what it will be used for;
 - iv. Ensure that information is collected lawfully.
8. Access to personal information
 - a. A person whom the information is about may ask for access to that information;
 - b. The individual concerned may lodge a request for correction to the information through the Privacy Officer;
 - i. The Privacy Officer shall, if so requested by the individual concerned or on its initiative, take such step (if any) to correct that information as are, in the circumstances, reasonable to ensure that the information is accurate, up to date, complete and not misleading.
9. Approval Dates
 - a. Approved on: 15 February 2017
 - b. This version takes effect on: 1 March 2017
 - c. Drafted by: Claire Young (Co-Student Director).