

<b>Policy Title:</b>	Privacy Policy
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<b>Supersedes:</b>	N/A
<b>Author:</b>	Operations Manager
<b>Owner:</b>	Chief Executive Officer
<b>Endorser:</b>	Lionheart Board
<b>Date Endorsed:</b>	20/06/2025
<b>Next Review Due:</b>	20/06/2026

## INTRODUCTION

Lionheart Camp for Kids (Lionheart) is committed to protecting the privacy of individuals' personal information in compliance with Australian privacy laws, including the Privacy Act 1988 (Cth) and the Privacy and Personal Information Protection Act 2009 (WA). This policy outlines how Lionheart collects, uses, stores, and protects personal information, as well as how individuals can access and correct their information.

## PURPOSE

The purpose of this Privacy Policy is to ensure that Lionheart complies with its legal obligations and to provide transparency about how personal information is handled. It aims to protect the privacy of individuals who interact with Lionheart, particularly children and their families, by outlining the processes and safeguards in place to secure personal data.

## DEFINITIONS

- *Personal Information:* Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is true or not.
- *Sensitive Information:* A subset of personal information that includes information about an individual's racial or ethnic origin, health, religious beliefs, sexual orientation, or criminal record.
- *Volunteers/Staff/Third-Party Contractors:* Includes all employees, volunteers, and other individuals who have access to personal information while engaged with Lionheart's operations.
- *Data Breach:* A security incident in which personal data is accessed, disclosed, or destroyed in an unauthorised way.

## **POLICY**

Lionheart is committed to ensuring the privacy and confidentiality of personal information collected. Lionheart will collect only the personal information necessary for its operations and activities. The personal information collected will be used exclusively for the purposes for which it was collected, unless otherwise agreed to by the individual or required by law.

- **Collection of Personal Information:** Personal information will be collected directly from individuals when possible and appropriate. The information will be obtained in a lawful and transparent manner.
- **Sensitive Information:** Sensitive information will only be collected with explicit consent and for specific, relevant purposes.
- **Storage and Security:** Personal information will be securely stored, whether in electronic or paper form, to prevent unauthorised access, loss, or misuse. Where information is stored electronically, appropriate cybersecurity measures will be implemented.
- **Use and Disclosure:** Personal information will be used only for the purpose for which it was collected. Information will not be shared with third parties without consent, except where required by law.
- **Access and Correction:** Individuals have the right to request access to the personal information held by Lionheart and to request correction of any inaccuracies.
- **Data Breach Management:** In the event of a data breach, Lionheart will follow the Notifiable Data Breaches (NDB) Scheme under the Privacy Act 1988, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC) if necessary.

## **PROCEDURE**

### **Collection**

- Personal information will be collected through registration forms, surveys, consent forms, and direct interactions.
- Consent will be obtained where necessary, especially for children's personal information, with parental or guardian approval.

### **Storage**

- Personal information will be stored in secure systems, with restricted access to authorised staff and volunteers.
- Physical records will be kept in locked cabinets, and electronic records will be encrypted or password-protected.

### **Use**

- Personal information will be used to administer programs, provide services, and communicate with stakeholders.
- Sensitive information will only be used for relevant purposes, such as assessments or to support grieving children and families.

## **Access and Correction**

- Individuals may request access to their personal information by submitting a request in writing to the Operations Manager.

## **Disclosure**

- Personal information may be disclosed to third parties only if the individual has consented or if required by law.
- Any third-party service providers will be required to comply with this privacy policy.

## **Data Breach**

- If a data breach occurs, Lionheart will investigate the matter and notify affected individuals as well as the Office of the Australian Information Commissioner (OAIC) where necessary.
- Affected individuals will be advised of any steps they should take to protect their personal information.

## **REVIEW**

This policy will be reviewed annually or in response to significant changes in legislation or organisational practices. Lionheart is committed to updating the policy to reflect the latest privacy laws and to ensure best practices are followed in the handling of personal information.

## **RELATED DOCUMENTS**

- IT Policy
- Record-Keeping Policy
- Our People Policy
- Risk Management Policy

## **REFERENCES**

- Privacy Act 1988 (Cth)
- Privacy and Personal Information Protection Act 2009 (WA)
- Australian Privacy Principles (APPs)
- ACNC Governance Standards
- Notifiable Data Breaches (NDB) Scheme under the Privacy Act 1988 (Cth)

### **KEY CONTACT PERSON**

For further information please contact the Operations Manager by emailing [enquiries@lionheartcampforkids.com.au](mailto:enquiries@lionheartcampforkids.com.au).