

# 3RPC Incorporated

## Privacy policy

3RPC Incorporated is the incorporated association operating 3RPC, 99.3FM, a community radio station servicing listeners in the south-west of Victoria, principally the Glenelg Shire and surrounds, including out to sea. It is entirely run and operated by volunteers. 3RPC Incorporated gathers information from its members and other people to enable delivery of services and to improve the nature of the services provided. 3RPC Incorporated understands individuals' concerns regarding confidentiality and takes seriously its obligations in respect of all information it gathers. 3RPC Incorporated upholds the laws of Australia, via its Constitution, and seeks to abide by the *Privacy Act 1988*.

### Privacy policy framework

This framework ensures the organisation including all its volunteers, employees and activities, collect, use, hold, disclose and dispose of no-longer wanted personal and business information in a manner that conforms to the amended *Privacy Act 1988*.

### Privacy policy

All personal information collected by 3RPC Incorporated will comply with the National Privacy Principles as detailed below and as amended from time to time.

#### How and why we collect personal information

##### a) Nature of information:

- The information we collect in most cases relates to our members, presenters, sponsors and sometimes listeners but can relate to local government bodies and funding bodies.
- Personal Information is gathered for a range of purposes, including the compiling of membership and sponsor lists; training applications; and fundraising within the association.

##### b) Collection of information:

- Personal information is collected directly from people when they provide this information by phone, email, other electronic forms or in documents such as application forms, sponsorship contracts.

- Individuals may see their own collected details at any time. They may not inspect membership applications, sponsorship contracts, etc. unless they are undertaking administrative tasks relevant to those details.

### What 3RPC Incorporated does with your information

In general only volunteers with office - bearing positions and employees of 3RPC Incorporated may view your personal information.

3RPC Incorporated will only disclose personal information to parties other than our volunteers with office bearing positions and employees of 3RPC Incorporated if:

- that disclosure is required to give effect to the purpose for which we collected the personal Information;
- you have consented to that disclosure;
- we believe that the disclosure may lessen a risk of harm to the health or safety of any person;
- we believe that unlawful activity is being undertaken and personal Information is disclosed as part of our investigation into this activity;
- we are required by law to disclose this activity;
- the disclosure is required for the enforcement of a criminal law or a law imposing a pecuniary penalty or for the protection of public revenue;
- or the third party is 3RPC Incorporated's agent or contractor and is required by us to keep that personal information confidential and will only use that information for the purpose for which it is disclosed.

### Quality and security of personal information

Personal details of volunteers at 3RPC-FM are not disclosed to listeners or enquirers. Office staff and presenters will relay messages, not give out telephone, mobile numbers or home/email addresses. Presenter phone numbers and other personal details are on a "need-to-know" basis. Membership and sponsor lists are kept securely in hard copy and electronically. Electronic copies are pass-word protected.

3RPC Incorporated will take reasonable steps to ensure that personal information is accurate and provide opportunities for individuals, community groups and sponsors to update their personal information.

Personal Information is stored in both hard copy and electronically. Reasonable steps are taken to ensure that hard copies of personal information and personal information stored on computers are secure.

We regularly delete, destroy or de-identify personal information if the information is no longer needed by us.

## Openness

This Privacy Policy is available on 3RPC's website [www.3rpcfm.org.au](http://www.3rpcfm.org.au)

Hard copies are available in the Station Handbook: Policy and Procedures; and on request from the station office.

Further information on privacy can be obtained from the Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au) Any queries with respect to this Privacy Policy should be directed to the Secretary, 3RPC Incorporated, PO Box 450, Portland.VIC.3305.

## How to access and update your personal information

You can update your personal information at any time by contacting the Secretary. Annual Membership Forms also afford the opportunity to update personal details.

## Identifiers

3RPC Incorporated does not use any prohibited identifiers (for example tax file or health care card numbers).

## Modifications to this document

3RPC Incorporated may modify this Privacy Policy and the way it handles personal information at any time at its sole discretion. Such modifications will be consistent with current privacy legislation.