Protecting Your Privacy and Personal Information

MADEC provides employment, community development and education and training services. In order to service our clients we may need to collect personal information. MADEC is committed to protecting the privacy of your personal information. This policy sets out the way we handle your personal information including the use and disclosure of your personal information, as well as your right to access your personal information.

Collection

Where practicable MADEC will endeavour to collect personal information directly from you. In order to provide the best service possible. In some cases your information may be collected from a third party. For example, a reference check. MADEC will only collect personal information by fair and lawful means and not in an unreasonably intrusive manner.

Use and Disclosure

We will use our best efforts to ensure that the information you provide to us remains private and is used only for the purpose you agree to. MADEC will not reveal, disclose, sell, distribute, rent, licence, share or pass your personal information on to a third party, other than with your consent, or with other service providers. For example, Centrelink.

MADEC does not use or disclose your personal information for the purposes of direct marketing unrelated products or services.

Data Quality

You are encouraged to help us keep your personal information accurate, complete and up-to-date by contacting us and informing us of any changes to your details.

Data Security

At MADEC we are committed to protecting the privacy of your personal information. We take reasonable steps to protect your personal information from misuse, loss and from unauthorised access, modification or disclosure. We ensure this by having such security measures as:

- individual password access to systems and databases
- secure filing cabinets
- secure access to our offices

We will also take reasonable steps to destroy or permanently de-identify personal information if it is no longer required for any purpose.

Access and Correction

You will be provided with the opportunity to access the personal information we hold on you and where appropriate, you may be able to correct that information if it is deemed to be incorrect.
Sensitive Information

MADEC will not collect personal information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of health, disability or sexual activity or orientation, unless:

a) your consent has been obtained
b) the collection is required or specifically authorised by law
c) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the subject of the information is physically or legally incapable of giving consent
d) the collection is necessary for the establishment, exercise or defence of a legal claim.

Consent and Release of Information Form

The Consent and Release of Information Form will be explained to you to ensure we comply with our obligation to observe strict privacy rules contained in the Privacy Act 1988.

Resolving Your Privacy Concerns

You are able to raise any concerns you may have regarding our personal information handling practices by discussing your concerns with the Privacy Officer of the organisation.

Contacting Us

If you have any questions about our privacy Policy, or about the way we manage your personal information, you can contact us at:

The Privacy Officer
MADEC
PO Box 5055
MILDURA VIC 3502

You can telephone our office on (03) 5021 3472
You can email us at hrm@madec.edu.au

Review

This policy will be reviewed every two years (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Authorised: CMT 10 October 2003
Reviewed: CMT 18 April 2007 – Authorised by CEO
Reviewed: CMT 8 July 2008 – Authorised by CEO
Reviewed: CMT 14 January 2010 – Authorised by CEO

Custodian

Max Polwarth
Corporate Services Manager