



By Law 2: Privacy Policy Statement

ME/CFS Australia (Victoria) is committed to the principles of privacy as set out in the Privacy Amendment (Private Sector) Act 2001. The Society recognises that people are very protective of their personal details and places strict limits on how such information is collected and handled. The Society has developed a set of Privacy Guidelines which will be made available on request to all persons who interact with ME/CFS Australia (Victoria). The Society is committed to ensuring that details of its supporters (being members both financial and non financial and volunteer helpers) are not released to other parties (except where required to do so by law) without their prior permission.

Privacy Guidelines

Collection of Information

We will limit the collection and use of information provided to us by our members (both past and present) to the minimum necessary for the Society to provide support, information and advocacy for people affected by ME/CFS and to advance the interests and well-being of those people with this disorder.

Wherever possible we will collect personal information directly from the individual rather than from third parties. Individuals about whom personal information is collected are made aware of the fact that they can access the information, and the primary purpose for which the information is collected.

Quality of Information

Reasonable steps are taken to ensure that all personal information collected and used is accurate.

Security of Information

We will safeguard the security and confidentiality of any information our members share with us.

Under the Constitution of ME/CFS Australia (Victoria) members are able to apply to the Society to inspect the register of financial Society members. Any person seeking these details will first be required to give a written undertaking that the use of this list be restricted to Society activities (and state what that activity will be), and not be used for any other purposes, e.g. commercial gain. If the Committee then considers that the register will be used for a legitimate Society purpose, a list will be made available at the society office for perusal. The register and list referred to for this purpose is a reference to the list of

names of current financial members only. No other component will be available for inspection.

Accessibility of Information

Information held about an individual is accessible at no charge to that individual on request (except where the request is frivolous or vexatious).

We will permit only authorised persons, being paid or casual employees or volunteer helpers to have access to personal information.

If a member or other person wishes to contact one of our members the normal procedure would be to take the contact details of the caller and pass the information onto the member. It is then up to the member if they wish to make contact.

All volunteers and employees must undertake a satisfactory police check.

Confidentiality

We will ensure that all authorised persons are made fully aware of our Privacy Guidelines. Those authorised persons who have access to personal information in the course of their duties do not disclose it to any third party.

We will not reveal any personal information to any external organisation unless we have been authorised to do so by the person in question, or are required by law.

We will thoroughly investigate any suspected lapses or infringements of privacy.