



PRIVACY POLICY

Introduction

The Board of MACE Incorporated is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for MACE Incorporated in dealing with privacy considerations.

Authorisation

President
MACE Incorporated

MACE PRIVACY POLICY

Policy

When dealing with personal or health information about individuals, MACE Incorporated is obliged to comply with the [Information Privacy Act 2000](#) and the [Health Records Act 2001](#). In this policy a reference to 'information' is a reference to both health information and personal information.

Personal information means:

information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include health information.

Health information means:

- a. information or an opinion about:
 - i. the physical, mental or psychological health (at any time) of an individual; or
 - ii. a disability (at any time) of an individual; or
 - iii. an individual's expressed wishes about the future provision of health services to him or her; or
 - iv. a health service provided, or to be provided, to an individual, that is also personal information; or
- b. other personal information collected to provide, or in providing, a health service; or
- c. other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or
- d. other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of his or her descendants.

Collection

MACE Incorporated is constrained by the Acts to collect information only where it is necessary for one or more of our functions or activities. When we collect information about an individual, we will take reasonable steps to inform the individual of:

- a. the purposes for which the information is collected; and

MACE PRIVACY POLICY

- b. to whom MACE Incorporated usually discloses information of that kind; and
- c. any law that requires the particular information to be collected; and
- d. the main consequences (if any) for you if all or part of the information is not provided.

Some personal information, such as information about an individual's ethnicity or religious beliefs, may be regarded as '*sensitive information*'. We will only collect sensitive or health information with consent of the individual concerned, or as otherwise allowed by the Acts, or as required or authorised by or under law.

Use & Disclosure

MACE Incorporated will only use or disclose information:

- a. for the purpose for which it was collected (the primary purpose);
- b. for a secondary purpose that:
 - i. is related to the primary purpose and, if the personal information is sensitive information, or health information directly related to the primary purpose; and
 - ii. the individual would reasonably expect;
- c. where there is consent of the individual concerned to the use or disclosure; or
- d. as otherwise allowed under the Acts, or required or authorised by or under law.

When MACE Incorporated collects information, the purposes for which the information is collected will usually be made clear on any forms that are to be completed, or will be apparent from the circumstances. When required, we will seek your consent to use your information in a particular way. If you require more specific information about the way in which your information is used or disclosed, please contact the Chief Executive Officer.

Accuracy of Information

MACE Incorporated will take reasonable steps to ensure that the information we hold is accurate & complete.

Security of Information

MACE Incorporated will take reasonable steps to protect information from misuse, loss, unauthorised access, modification or disclosure. Information will be destroyed if it is no longer needed for any legitimate purpose.

MACE PRIVACY POLICY

Access & Correction

Access and correction of your information is handled by MACE Incorporated in accordance with the *Freedom of Information Act 1982*.

Responsibility

The organisation's Board of Management is responsible for adopting this policy.

The organisation's Board of Management, CEO and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's Chief Executive Officer is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.