

Privacy Statement for Volunteers

This leaflet provides some general information on how your personal information will be handled at Extended Families. If you would like a full copy of our Privacy Policy please request a copy from a staff member or email info@extendedfamilies.org.au.

WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

We only collect information that we require in order for you to become a volunteer with Extended Families. This includes your contact details and information about your screening checks as well as your relevant life experiences, interests and your volunteering aspirations.

WHY DO WE COLLECT YOUR INFORMATION?

We collect this information to provide you with a rewarding volunteer experience and to make the best possible match between you and a child or young person with a disability.

WHO HAS ACCESS TO YOUR INFORMATION?

Your information can only be seen by the professionals in this service. It is not disclosed to any other person or service without your written consent unless we are legally required to provide information or we believe there is a threat to someone's safety and welfare.

WHAT HAPPENS TO YOUR INFORMATION?

We keep your information on a paper and electronic volunteer file and take measures to ensure that this is securely stored and protected from unauthorised access. We also enter details on an Extended Families data base. These details are used for internal processes and are not passed onto other parties.

WHAT SAY DO YOU HAVE IN WHAT HAPPENS TO YOUR INFORMATION?

You have a say in what happens to your information. We rely on the information you give us to make the best possible match for you and to ensure that your experience of volunteering with us is a rewarding one. It is your right not to share some of your information with us but this may affect our ability to provide you with the volunteer experience you require.

HOW WILL YOUR INFORMATION BE PROTECTED?

We are committed to protecting the confidentiality of your volunteer record. The privacy of your information is also protected by law and we comply with the Privacy Principles as outlined in the Privacy and Data Protection Act 2014. We treat your information in the strictest confidence and store it securely.

CAN YOU ACCESS YOUR INFORMATION?

Yes, you have a right to request access to your information and to ask for it to be corrected if necessary. Please make this request in writing to the CEO of Extended Families Australia at P.O. Box 275, Coburg 3058.

ANY OTHER QUESTIONS?

Please talk to one of our staff or the CEO at Extended Families if you have any other questions or any complaints regarding the handling of your information.