

# **Privacy Act Policy Statement**



**CBB**

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Community  
Business Bureau

**JULY 2002**

# **THE COMMUNITY BUSINESS BUREAU**

## **Privacy Policy Statement**

### **1. The collection of information.**

The Community Business Bureau will only collect personal information that is necessary for one or more of our functions or activities (eg Payroll Services, Salary Packaging / Salary Sacrifice Services).

The Community Business Bureau will only collect personal information by lawful and fair means and not in an unreasonably intrusive way.

The Community Business Bureau will only collect personal information about an individual from that individual, unless it is unreasonable or impracticable to do so.

At the time we collect personal information, the Community Business Bureau will make the individual aware of (a) why we are collecting information about them (b) who else we might give it to and (c) other specified matters.

### **2. The use and disclosure of information.**

The Community Business Bureau will not use or disclose personal information about an individual for a purpose other than the primary purpose of collection unless:

- (a) The other purpose is related to the primary purpose for which the information was collected
- (b) The use of the information would be within the reasonable expectation of the person providing the information.
- (c) The individual has consented to the use or disclosure.
- (d) Personal information is to be used for direct marketing in the circumstances prescribed in Schedule 3 of the Act, unless the individual has made a request to the CBB not to receive direct marketing communications.

- (e) The Community Business Bureau has reason to suspect that an unlawful activity has been, or may be engaged in.
- (f) The use or disclosure is or may be required or authorised by or under law. In which case a written note of the disclosure will be recorded on file.

### **3. The quality of data recorded.**

The Community Business Bureau will take reasonable steps to ensure that all the personal information we collect, use or disclose is accurate, complete and up-to-date.

### **4. The security of the data collected.**

The Community Business Bureau will take reasonable steps to protect the personal information we hold from misuse and loss from unauthorised access, modification or disclosure.

The Community Business Bureau will take reasonable steps to destroy or permanently de-identify personal information that is no longer needed.

### **5. Openness.**

The Community Business Bureau will be open about the information we collect and what is done with that information when that information is collected. Upon request the Community Business Bureau will take reasonable steps to let an individual know, generally, what sort of personal information we hold, for what purposes, how we collect the information and how we use and disclose that information.

### **6. Access to and correction of information held.**

In circumstances where the Community Business Bureau holds personal information about an individual, we will provide the individual with access to that information on request by the individual, unless particular circumstances apply that allow us to limit the extent to which we give

access. Such circumstances include emergency situations, specified business imperatives and law enforcement or other public interests.

## **7. Identifiers.**

The Community Business Bureau will not adopt as its own identifier of an individual, an identifier of the individual that has been assigned by another organisation unless the use or disclosure is necessary for the CBB to fulfil its obligations (eg Tax File Number for Payroll Purposes).

## **8. Anonymity.**

The Community Business Bureau recognises that, wherever it is lawful and practicable, individuals will have the option of not identifying themselves when entering transactions with the Community Business Bureau.

## **9. Transborder data flow.**

The Community Business Bureau will not transfer personal information about an individual to someone who is in a foreign country except in so far as prescribed in Schedule 3 of the Act (eg with individual's consent).

## **10. Sensitive information.**

The Community Business Bureau will not collect sensitive information about an individual unless

1. The individual has consented.
2. The information is required by law.
3. As a non-profit organisation we collect the information under the circumstances prescribed in Schedule 3 of the Act.
4. The information is necessary for a legal or equitable claim.

### **Footnote**

***The Contents of this Policy Statement are an abridged version of the CBB Privacy Act Compliance Document. The latter document will prevail to the extent of any inconsistencies in translation or interpretation.***