

# Jurisdictional Guardian Council of Queensland

## Job's Daughters International



## Privacy Policy

[Approved: 19 August, 2022]

*Job's Daughters*

Q U E E N S L A N D

## Table of Contents

Privacy Policy.....	Page 3	
<b><u>PART A: ABOUT THIS DOCUMENT</u></b>		
Purpose of the document.....	Page 3	
Responsibility, purpose & review.....	Page 3	
<b><u>PART B: OBJECTIVES</u></b>		
Privacy Standards.....	Page 3	
Principle.....	Page 4	
<b><u>PART C: TYPES OF INFORMATION WE COLLECT</u></b>		
What information do we collect.....	Page 4	
<b><u>PART D: HOW DO WE HOLD &amp; COLLECT PERSONAL INFORMATION .....</u></b>		Page 5
<b><u>PART E: DISCLOSURE &amp; SHARING OF INFORMATION.....</u></b>		Page 5
<b><u>PART F: COMPLAINTS .....</u></b>		Page 6
<b><u>PART G: DISCLOSURE TO OVERSEAS RECIPIENTS.....</u></b>		Page 6
<b><u>APPENDICES:</u></b>		
Definition of Terms.....	Page 6	
<b><u>DOCUMENT REVISION HISTORY.....</u></b>		Page 7

## **Privacy Policy**

The Jurisdictional Guardian Council Queensland of Job's Daughters International (JGCQ, JDI) must at all times comply with the 13 Australian Privacy Principles (APP) as described in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

JGCQ, JDI has a *Privacy Policy* to ensure that Job's Daughters Queensland are adhering to the Australian Privacy Principles.

The intent of this policy is to ensure that the privacy of our members are respected and that personal information is appropriately protected.

In developing its policy, JGCQ, JDI have addressed the following matters:

- Types of information collected – Personal;
- The way that JGCQ, JDI collects and holds personal information;
- The purpose for which JGCQ, JDI collects, uses and discloses personal information;
- Raising complaints; and
- Disclosure of personal information to overseas recipients

## **Part A: About this Document**

### **Purpose**

The purpose of this document is to outline the policy of JGCQ, JDI in relation to Privacy. This policy is intended to define the standards and scope of practice of Job's Daughters Queensland as it relates to Privacy of our members and the data that the JGCQ, JDI hold, collect and report on.

### **Responsibility, Approval & Review**

As JGCQ, JDI are the owners of this policy, it is the responsibility of the Executive Members of the JGCQ, JDI to implement, maintain, oversee and review this Policy.

This document has been approved by the Executive Members of the JGCQ, JDI and will be reviewed annually in August. The Executive Members of the JGCQ, JDI may amend this document at any time.

## **Part B: Objectives**

### **Privacy Standards**

Job's Daughters Queensland must at all times comply with the 13 Australian Privacy Principles (APP) as described in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## **Principle**

JGCQ, JDI has a *Privacy Policy* to ensure that Job's Daughters Queensland are adhering to the Australian Privacy Principles.

The intent of this policy is to ensure that the privacy of our members are respected and that personal information is appropriately protected.

This policy is binding on all members and volunteers as well as all entities within the organisation (international level).

This policy is available on our website: [jdiqld.org](http://jdiqld.org)

## **Part C: Types of Information we collect and hold**

### **What information do we collect?**

#### *Youth:*

Our membership forms generally request information such as full name, date of birth, address, contact details and school. We do collect health information on an Activity Consent Form as it is necessary for the care and protection of our members.

We also require the names and contact details of parents/guardians in case we have to contact them in an emergency.

#### *Adult Volunteers:*

Our forms generally request information such as full name, date of birth, address & contact details.

Upon joining our organisation, we will also sight some form of Photo identification, Medicare card, Working with Children Blue Card and may also perform a reference check with details you have provided to us.

Sensitive information such as your licence and vehicle registration details will be collected by us on an annual basis, but we do so in accordance with the Australian Privacy Principles.

We also ask for parent/guardian details for our youth members to assist Job's Daughters Queensland in communicating with our families regarding activities, events, meetings, policies and procedures of our Organisation.

We collect health & medical information, including Medicare and private health fund numbers, about youth that provides the organisation with relevant medical information that is essential to the duty of care that we owe members under our care.

Working with children check (Blue Card) details and Certified Adult Volunteer (CAV) details are kept with the Supreme Deputy & YPP Committee.

## **Part D: How we collect and hold personal information**

Generally we only collect personal information directly from you, unless it is not reasonable or practical for us to do so, or in situations where we have your consent to do so. For example, Job's Daughters Queensland may collect information from you but from time to time, we may need to collect information about our members as it relates to our duty of care to ensure compliance with Child Protection policies across Australia.

Personal information is collected and retained on past and present adult members, as well as youth members and their parents/guardians, for the primary purpose of operating Job's Daughters Queensland.

All information collected is directly applicable to the meetings, functions and activities of Job's Daughters Queensland, and to the health, well-being and protection of its members.

No information is stored electronically, a database is kept by the JGCQ, JDI & YPP Committee, but only records dates that forms have been received or training that has been undertaken. Hard copies of all forms are kept indefinitely by the JGCQ, JDI as required by our Insurers.

We only collect personal information in a fair and lawful manner, and then only information which we require to manage and promote our organisation.

## **Part E: Disclosure and sharing of information**

If you have chosen to provide us with your email address, we may use that address to advise you of matters of Job's Daughters interest as well as for communication.

We may release information about you where there is a duty to the public to disclose that information, or where disclosure is required or authorised for law enforcement or regulatory purposes. We will not use your personal information for any purpose that you would not reasonably expect us to use it for.

Job's Daughters Queensland is essentially an organisation that is run by and for its voluntary members. Communication between members is of primary importance for its successful operation. The provision of contact details to members to allow them to make contact with other members is very important.

Access to personal information by non-members, except custodial parents/guardians, is not permitted. Personally identifiable information is not provided to third parties or non-members.

## Part F: Complaints

Complaints will be handled accordingly and resolved in a timely manner.

Complaints should be made in writing to the Executive Members of the JGCQ, JDI and emailed to [secretary@jdiqld.org](mailto:secretary@jdiqld.org)

## Part G: Disclosure to overseas recipients

### Youth:

Job's Daughters International requests information about our Youth Members annually. Information they may collect will be full name, date of birth, address, contact details and dates of membership. As this is an international organisation and our head office is in the USA, this information is required for them to maintain their records.

### Adult Volunteers:

Job's Daughters International requires adult volunteers to complete a Certified Adult Volunteer (CAV) training course. This training is designed to provide adult volunteers with knowledge and skills to better work with Job's Daughters members. Information that they require is full name, date of birth, address, contact details, schooling and employment information. You will also be required to answer some personal questions regarding your driving, drug and alcohol history. This screening process is to help ensure the safety of our youth. This data is kept electronically stored.

## Appendices

### Definition of Terms

Term	Definition of Term
JGCQ, JDI	Jurisdictional Guardian Council of Queensland of Job's Daughters International
Adult Volunteer	An adult member of Job's Daughters over the age of 20 years
Certified Adult Volunteer	A Certified Adult Volunteer (CAV) is an adult who holds a current Blue Card and has undergone CAV training
Executive of the JGCQ, JDI	The 6 Elected Officers of the Jurisdictional Guardian Council of Queensland who have decision-making power over the workings of the Jurisdictional Guardian Council.
Job's Daughters International	Is the non-profit, girls leadership organisation for which Job's Daughters Queensland is a local branch of.
Jurisdictional Guardian Council of Queensland	The entity Chartered by the Supreme Guardian Council, Job's Daughters International to manage and run the affairs of Job's Daughters International in Queensland. This includes the Incorporated body.
Member	Members include Youth Daughters, Parents and adults working within the JDI framework.
Supreme Deputy	The position appointed by the Supreme Guardian of JDI to act on her behalf in the Queensland Jurisdiction.
Volunteer	Members of the JGC Executive Committee, Bethel Guardian Councils, and those selected to chair committees or coordinate events.
Youth	Active member of Job's Daughters (Aged to 20 years)
YPP Committee	The committee formed by the JGCQ, JDI to oversee the Youth Protection Policy

### Document Revision History

Version	Date Drafted	Author	Sections Modified	Date Approved by Exec JGCQ, JDI
1.0	19 August 2022	Michelle Rowlings	Document Created	19 August, 2022