Tomorrow Today Foundation
Policy Documentation

Policy:	Privacy Policy	**Last updated:**	May 2019
Category:	Communications	**Status:**	Approved
Purpose:	Establish a framework for Tomorrow Today Foundation in dealing with privacy considerations.	**Approved by:**	TTF Board
		Endorsement Date:	15.7.2022
Definitions:	*Retention and Disposal Authority* (RDA), a Standard established under S12 of the Public Records Act 1973.	**Review Date:**	**June 2024**

Background

The Board of Tomorrow Today 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.

Policy

Tomorrow Today Foundation collects and administers a range of personal information for the purposes of communication, administration and promotion. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Tomorrow Today Foundation recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values.

Tomorrow Today Foundation is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Tomorrow Today Foundation will:

- Collect only information which the organisation requires for its primary function
- Ensure that staff, volunteers and program participants are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
- Store personal information securely, protecting it from unauthorised access; and
- Provide staff, volunteers and program participants with access to their own information, and the right to seek its correction

Performance Criteria

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1. Collection and quality	Information Tomorrow Today collects is accurate, complete, up to date, and relevant to the organisation's requirements
2. Use and disclosure	Information is only used or disclosed for the primary purpose for which it was collected or a directly related secondary purpose. A form is completed for the release of personal information to a third party.
3. Data security and retention	Information collected is safeguarded against misuse, loss, unauthorised access and modification. Wherever possible, information will be stored on Tomorrow Today's data management system (Blackbaud). Information will be stored in line with the Retention and Disposal Authority (Public Record Office Victoria).
4. Access and correction	Individuals are able to access information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Record Keeping in relation to Child Safety Standards

Victorian Government funding guidelines require Tomorrow Today to create, store and provide records which may be needed in the future by government and the community. This is a direct result of the 2015 Royal Commission into Institutional Responses to Child Sexual Abuse.

Tomorrow Today follows Public Records Office of Victoria principles in its approach to record keeping.

Tomorrow Today will retain information which may reasonably be needed for current or future legal proceedings, including any civil or criminal proceeding or any inquiry in which evidence may be given before a court or person acting judicially such as a Royal Commission or Board of Inquiry, cannot be destroyed, even if the minimum requirement set out in an Retention and Destruction Authority has passed.

Tomorrow Today acknowledges the Limitation of Actions Act 1958 was amended in 2015, removing all limitation periods that apply to civil actions for damages founded on child sexual abuse. This means any records which are reasonably likely to be needed for civil action legal proceedings, for at least the life of the child and possibly longer.

In addition to the above, Tomorrow Today will:

- Ensure employees, volunteers, contractors and outsourced providers understand and meet their recordkeeping responsibilities.
- Monitor and check recordkeeping activity to ensure that correct action is being undertaken and implement remedial action where necessary.

Examples of records which could form part of the allegation and investigation record are:

- Letters or emails making allegations or in relation to allegations (if this occurs verbally, a record should be made of this).
- Incident reports, witness statements.

- Records, including notes, of meetings or discussions about the actual or alleged incident.
- Investigation records.
- Referrals to law enforcement authorities and briefs of evidence supporting cases, including evidence gathered for cases that do not proceed.
- Reports received from medical practitioners, health professionals, psychologists, teachers, coaches, social workers, legal officers, counsellors, chaplains and case officers in relation to actual or alleged incidents.
- Records documenting support and remedial action i.e. claims, assessments, support, counselling, compensation, redress.
- Records of cases or decisions by bodies, tribunals, courts.
- Rosters, sign on sheets, personnel records of employees and volunteers, records detailing student work placements.
- Enrolment, attendance and absence records of children.
- Permission forms from parents and carers.
- Program flyers, location maps, photographs of the environment

Related Documents

Code of Conduct – Staff
Code of Conduct -- Volunteer
Employee Code of Practice
Child Safety Code of Practice
Child Safe Policy and Procedure
Child-Focused Complaints Policy and Procedure
Reporting a Child at Risk form
Diversity and Inclusion Policy

References

National Child Safe Standards 2022
Victorian Child Safe Standards 2022
Privacy Act 1988 Act (Cth)
Privacy and Data Protection Act 2014 (Vic)
Public Records Act 1973 (Vic)