

THE VOLUNTEER CENTRE'S PRIVACY STATEMENT

The Centre for Continuing Education Inc., and The Volunteer Centre as a department within, is funded by the Australian Government Department of Social Services (DSS). A funding requirement is that volunteer data is provided to the DSS Data Exchange Framework (DEX). DEX has been designed to ensure that each person's personal information is protected through stringent protocols that comply with the requirements of the Commonwealth Privacy Act (including the Privacy Principles).

The Centre for Continuing Education Inc. and The Volunteer Centre will not disclose private or confidential information to third parties without your consent.

Where The Volunteer Centre enters volunteer personal data onto DEX, only The Volunteer Centre staff will access this information. Strict IT security protocols will prevent DSS staff from accessing personal information which would identify you, for policy making, grants program delivery, or research and evaluation purposes. The Department will apply best practice data de-identification and aggregation methods to ensure you cannot be identified or re-identified by the Department.

DSS would like you to know that:

The information that we collect from you on this form includes your personal information. Your personal information is protected by law, including by the Commonwealth Privacy Act. The client management system that we are using is an IT system called 'Data Exchange.' This system is hosted by the Australian Government Department of Social Services. Your personal information that is stored by the Department on the Data Exchange will only be disclosed to us for the purposes on managing your case. The Department de-identifies and aggregates data in the Data Exchange to produce information for policy development, grants program administration, and research and evaluation purposes. This includes producing reports for sharing with organisations. This information will not include information that identifies you, or information that can be used to re-identify you, in any way. You can find more information about the way the Department will manage your personal information in the Department's APP privacy policy, which the Department has published on its website. This policy contains information about how you may access the personal information about you that is stored on the Data Exchange and seek correction of that information. This policy also includes information about how you may complain about a breach of the Australian Privacy Principles by the Department, and how the Department will deal with your complaint.

By providing your personal information to us after you have been informed of this privacy statement, you:

- acknowledge being informed that we will transfer your personal information to DEX; and
- having been so informed, expressly consent to the transfer of your personal information to DEX.

If you have any questions or would like to discuss this further, please feel free to contact us.

Email: info@volunteercentre.com.au

Phone: 1300 843 236

Mail: Attention: The Volunteer Centre - Program Leader Community Programs

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