

Privacy & Data Protection Policy

1. Number	POL 006
2. Owner	Secretary
3. Approved Date	26/03/2026
4. Review Date:	26/03/2027
5. Purpose	<p>The purpose of this policy is to ensure that the Australian Iranian Community Council Inc. (AICC) manages personal information lawfully, securely and responsibly. This policy supports compliance with:</p> <ul style="list-style-type: none"> • the Information Privacy Act 2009 (Qld) • the Information Privacy and Other Legislation Amendment Act 2023 (Qld) • relevant Commonwealth privacy laws and the Australian Privacy Principles (APPs) • the AICC Constitution • ACNC Governance Standards (particularly Standard 5) <p>AICC is committed to protecting the privacy, confidentiality and security of all personal, sensitive and organisational information entrusted to it.</p>
6. Scope	<p>This policy applies to:</p> <ul style="list-style-type: none"> • all AICC members • Management Committee members • volunteers • employees and contractors • any individual handling AICC information, records or data <p>It covers all personal information collected, stored, used or disclosed by AICC in any form, including digital, paper, audio, video and cloud-based systems.</p>
7. Definitions	<p>Personal Information Information about an identifiable individual, including names, contact details, addresses, membership records, and any information regulated under Queensland privacy law.</p> <p>Sensitive Information Information relating to ethnicity, political opinions, religious beliefs, health, criminal history or other protected categories.</p>

	<p>Confidential Information Internal documents, operational information, membership lists, financial data, meeting recordings, and any information designated as confidential.</p> <p>Data Breach Unauthorised access, disclosure, loss or misuse of personal or confidential information</p>
<p>8. Principles</p>	<p>AICC’s privacy and data protection practices are guided by:</p> <ul style="list-style-type: none"> • Lawfulness – compliance with QLD and Commonwealth privacy laws • Transparency – clear communication about how information is used • Security – protection of information from loss, misuse or unauthorised access • Confidentiality – restricted access to sensitive information • Purpose Limitation – information used only for legitimate AICC purposes • Data Minimisation – collection of only what is necessary • Accountability – responsible handling of information by all Personnel
<p>9. Collection of Personal Information</p>	<p>AICC collects personal information only when necessary for:</p> <ul style="list-style-type: none"> • membership administration • volunteer management • event registration • governance and compliance • communication with members • grant reporting and program delivery • safety and risk management <p>AICC will:</p> <ul style="list-style-type: none"> • collect information directly from individuals where possible • inform individuals why the information is being collected • not collect unnecessary or excessive information
<p>10. Use and Disclosure of Information</p>	<p>AICC will use personal information only for legitimate organisational purposes, including:</p> <ul style="list-style-type: none"> • maintaining the Register of Members • communicating with members • delivering programs and events

	<ul style="list-style-type: none"> • meeting legal and regulatory obligations • reporting to funding bodies (where required) <p>AICC will not disclose personal information to third parties unless:</p> <ul style="list-style-type: none"> • the individual has provided consent • required by law • required for safety or emergency purposes • required by a funding agreement • necessary for internal governance or dispute resolution <p>AICC will never sell, trade or share personal information for commercial, political or religious purposes.</p>
<p>11. Access to Information</p>	<p>Access to personal and confidential information is strictly limited.</p> <ul style="list-style-type: none"> • Only the President, Secretary and Treasurer may access the full Register of Members, as permitted by the Constitution. • Volunteers and general members must not access membership lists or internal records unless authorised. • Requests for access to personal information must be made in writing to the Secretary. <p>AICC may refuse access where disclosure would breach privacy laws or endanger another person.</p>
<p>12. Storage and Security of Information</p>	<p>AICC will take reasonable steps to protect information from:</p> <ul style="list-style-type: none"> • loss • unauthorised access • misuse • modification • disclosure <p>Security measures include:</p> <ul style="list-style-type: none"> • password-protected systems • restricted access to cloud storage • secure Microsoft 365 environment • locked storage for physical records • encryption where appropriate • secure disposal of outdated records

<p>13. Meeting Recordings and Digital Data</p>	<p>To comply with Queensland privacy and surveillance laws:</p> <ul style="list-style-type: none"> • recordings may only occur with prior notification to all participants • recordings must be stored securely in authorised AICC systems • recordings may only be used for minute-taking and governance • recordings must not be shared with non-participants without consent • unauthorised recording is prohibited
<p>14. Data Breach Response</p>	<p>AICC will respond promptly to any suspected or actual data breach.</p> <p>Steps include:</p> <ol style="list-style-type: none"> 1. Immediate containment of the breach 2. Assessment of the nature and severity 3. Notification to affected individuals where required 4. Reporting to relevant authorities (e.g., OFT, ACNC, funders) 5. Remediation to prevent recurrence <p>All breaches must be reported to the Secretary within 24 hours.</p>
<p>15. Third-Party Service Providers</p>	<p>AICC may use third-party platforms (e.g., Microsoft 365, event systems, accounting software). AICC will ensure that:</p> <ul style="list-style-type: none"> • providers have appropriate security measures • data is stored in compliance with privacy laws • access is restricted to authorised Personnel
<p>16. Retention and Disposal of Information</p>	<p>AICC will retain records for the minimum periods required by:</p> <ul style="list-style-type: none"> • Queensland legislation • funding agreements • the AICC Constitution • audit and reporting requirements <p>Information will be securely destroyed when no longer required.</p>
<p>17. Responsibilities</p>	<p>Management Committee</p> <ul style="list-style-type: none"> • ensure compliance with privacy laws • approve and review this policy • oversee data protection practices

	<p>Secretary</p> <ul style="list-style-type: none"> act as the Privacy Officer maintain secure records manage access requests coordinate breach responses <p>All Personnel</p> <ul style="list-style-type: none"> comply with this policy protect confidential information report breaches immediately
18. Complaints about Privacy	<p>Privacy complaints must be handled in accordance with the AICC Complaints & Grievance Policy (POL 003). Individuals may escalate complaints to:</p> <ul style="list-style-type: none"> the Queensland Office of the Information Commissioner the Office of Fair Trading the ACNC (if applicable)
19. Review of Policy	<p>This policy must be reviewed every two years, or earlier if:</p> <ul style="list-style-type: none"> privacy legislation changes the Constitution changes required by a funding agreement directed by the Management Committee

Version	Date Approved	Approved By	Summary of Changes	Next Review Date
1.0	26/03/2026	Management Committee	Initial release aligned with QLD privacy laws, Constitution, and ACNC Governance Standards	26/03/2027