



Privacy Policy

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About the policy

The Dementia Foundation is committed to protecting the privacy of its employees and meeting any privacy obligations set out in the Privacy Act 1988 (Cth) ('the Privacy Act') that might apply to it. The Privacy Act generally only applies to an organisation that has an annual turnover of more than \$3 million. Any organisation covered by the Privacy Act must have a privacy policy in place which deals with the collection and use of individuals' personal information.

The Dementia Foundation collects personal information to conduct its business and comply with a range of legislative requirements.

The purpose of this policy is to explain how The Dementia Foundation handles personal information of those who work with and for The Dementia Foundation, and for job applicants. The Dementia Foundation may also have a separate privacy policy that deals with the collection and use of personal information from clients, customers, etc.

Scope

This policy applies to all employees, volunteers, contractors, and other individuals associated with The Dementia Foundation.

Definitions

Personal information is information relating to an individual which personally identifies an individual or makes the person's identity reasonably apparent.

Personal information may also include 'sensitive information'. Sensitive information is information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, criminal record, health and biometric information or similar such information.

Sensitive information may be required to be collected in some circumstances. The Dementia Foundation will only collect sensitive information if it is necessary for business purposes. The Dementia Foundation will generally only collect sensitive information with your consent (unless otherwise permitted or required by law).

All information collected will be used and disclosed by The Dementia Foundation only in accordance with this policy and the law. The Dementia Foundation will take reasonable steps to ensure that all personal information is held securely.

Principles

The Dementia Foundation will only collect personal information from individuals if it is reasonably necessary for The Dementia Foundation's functions or activities.

Policy Statement

INFORMATION PROVIDED BY AN INDIVIDUAL

It is The Dementia Foundation's usual practice to collect personal information from those who work with and for The Dementia Foundation. In addition, as part of the recruitment process, The Dementia Foundation may obtain information directly from a candidate because of their application to a job advertisement.

Furthermore, if a candidate's application is successful, as a condition of employment with The Dementia Foundation, the successful candidate will likely be asked to provide evidence of their identity and legal entitlement to work in Australia. It is likely a successful candidate will also be asked to provide personal information, such as emergency contact details, tax file number, superannuation and bank account details, which will form part of an employee file.

Specifically, The Dementia Foundation may collect personal information directly from an individual including:

- recruitment and on-boarding information such as an application form and resume, emergency contact details, and details of previous employment;
- contact details, including address, email address and phone number;
- date of birth;
- details of next of kin and emergency contact details;
- gender;
- identification documents including passport and drivers' licence;
- marital status and family details, including in relation to personal leave;
- bank details (including bank name and location, BSB and account number) and information in relation to tax status; and
- details of share and option plans.

INFORMATION PROVIDED BY A THIRD-PARTY

As part of the recruitment process, where relevant, and with the candidate's consent, The Dementia Foundation may seek information about a candidate through a third-party such as a recruitment service provider or a former employer. With the candidate's consent, The Dementia Foundation may also seek information regarding:

- prior employment history through reference checks;
- eligibility to work in Australia through a visa status check;
- educational qualifications by requesting confirmation of qualifications or results from an academic institution;
- interview records and details of any pre-employment assessments, including aptitude or other psychometric testing; and
- ability to perform the inherent requirements of the role, through medical and other allied health professionals, or criminal history check and/or working with children check.

The Dementia Foundation may also access personal information through publicly available networking sites such as Facebook or LinkedIn.

INFORMATION COLLECTED DURING THE COURSE OF EMPLOYMENT

The Dementia Foundation may also collect information about an individual and their work over the course of their employment with The Dementia Foundation, (or for contractors during the performance of a contract with The Dementia Foundation). Such information may include:

- details of any contract of employment (or contract for services) including start and end dates, department, role and location, reporting lines, title (including details of previous titles), working days and hours, details of promotions, details of bonuses, remuneration and salary (including details of previous remuneration), benefits and entitlements;
- any information relating to disciplinary or grievance investigations and proceedings, including any warnings and related correspondence;
- information relating to performance and behaviour at work, including appraisals, ratings, performance reviews, objectives, goals, and performance improvement plans;
- details of attendance at work and absences, including annual and personal leave;
- training records including training needs;
- details of any expenses claimed; and
- details of the use of The Dementia Foundation's property and equipment (including computers, swipe cards and telephone systems), emails and software.

The Dementia Foundation may also collect other personal information if required or authorised to do so by law.

USE OF PERSONAL INFORMATION

The purposes for which The Dementia Foundation may collect, use, and disclose personal information include (but are not limited to):

- to establish, maintain and manage relationships, including to serve functions such as recruitment, payroll, appraisals, and any disciplinary action (including any termination of any employment or engagement) and managing employees' work and any claim in relation to any injuries or illnesses;
- to assess or respond to claims, complaints, or conduct, or co-operate with investigations when required;
- to obtain professional services as required including legal, human resources, industrial relations, accounting and insurance services;
- work-related administrative purposes;
- to finalise the terms of a contract, including pay rates;
- to confirm eligibility to work in Australia;
- to carry out a contract including, where relevant, its termination;
- to pay and provide other benefits in accordance with a contract;
- to make travel bookings on an individual's behalf;
- to allow you access to the The Dementia Foundation's buildings, and to ensure the security of The Dementia Foundation buildings, confidential information and other organisational property;
- to reimburse expenses claimed;
- to operate any share scheme including the granting of share options;
- to operate schemes relating to sick leave, maternity leave, paternity leave, adoption leave, and parental leave;
- deducting and paying appropriate tax and superannuation contributions;
- to monitor and protect workplace health and safety;
- to provide a reference upon request from another employer;
- monitoring compliance with The Dementia Foundation policies and The Dementia Foundation's contractual obligations;

- to comply with all applicable law;
- to liaise with any insurers in respect of any insurance policies that relate to you;
- running The Dementia Foundation business and planning for the future;
- the prevention and detection of fraud or other criminal offences;
- to defend The Dementia Foundation in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure;
- otherwise as permitted or required by law; or
- otherwise with your consent.

USE OF YOUR PERSONAL INFORMATION ON THE DEMENTIA FOUNDATION WEBSITE, FOR MARKETING PURPOSES ETC.

The Dementia Foundation may use your personal information (for example, your name, image, job title and work contact details) on its website or in other publicly available resources where this is necessary for legitimate business purposes.

The Dementia Foundation may also use this personal information for other marketing purposes, such as for displaying photos of staff on its website and in other marketing materials. In some circumstances it will be necessary to continue to use certain personal information (such as photos of you) on The Dementia Foundation website or in other marketing materials even after your employment has come to an end.

The Dementia Foundation will always only use such personal information in a reasonable manner, taking into account your position within The Dementia Foundation and the nature of your role. If you have any concerns about such use of your personal information, you should discuss this with your manager. The Dementia Foundation will consider any such points raised.

DISCLOSURE OF PERSONAL INFORMATION

The Dementia Foundation may disclose personal information to third parties including:

- other companies within The Dementia Foundation's group;
- employees and contractors working for The Dementia Foundation, to the extent this is necessary for the operation of The Dementia Foundation's business;
- technology service providers, including, internet service providers, cloud hosting service providers, software suppliers, maintenance and support service providers, and security services on a confidential basis so that they can provide services to The Dementia Foundation;
- service providers such as banks;
- external consultants such as legal, human resources, industrial relations, accounting, and insurance;
- travel agents and suppliers of accommodation and travel services;
- government agencies such as the ATO, Fair Work Ombudsman, WorkCover, etc;
- superannuation funds;
- to other third parties as allowed by law or with your consent.

Responsibilities

People and Culture has overall responsibility for the implementation and review of this policy.

All employees are to read, understand, and comply with this policy.

Employees who suspect a violation of this policy should report it to their manager or the Group Manager People and Culture. All reports will be investigated promptly and discreetly.

All Managers and Supervisors are to provide and maintain a safe working environment that is without risk to the health and safety of employees, as is reasonably practicable, and are to ensure appropriate action is taken in the event of an issue arising.

Related Policies and Procedures

Code of Conduct

Employee Records Policy

Related Legislation

Privacy Act 1988