



Jafaria Islamic Society Ltd

Policy & Procedure

Privacy Policy

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Secretary

1. Purpose

To protect the personal information of members, donors, families, volunteers and staff, consistent with the Privacy Act and the Australian Privacy Principles (APPs).

2. Scope

All personal information the Society collects, uses, stores and discloses — including via the website, member portal, registers, cemetery and funeral records, and event records.

3. Definitions

Term	Meaning
Personal information	Information about an identified or reasonably identifiable individual.
Sensitive information	Health, religious, and similar information needing extra protection.
Data breach	Unauthorised access to, or loss of, personal information.

4. Policy principles

- We collect only the personal information we need for our charitable purposes.
- We tell people why we collect it and how it will be used.
- We keep it secure and accurate, use it only for the stated purpose, and do not sell it.
- People may request access to, and correction of, their information.

5. Requirements and procedures

Collecting and using

- Collect information fairly and with notice; obtain consent for sensitive information and for photos/media of identifiable people, especially children.
- Use and disclose information only for the purpose collected, or as required by law.

Securing and retaining

- Store records securely — digital access-controlled (portal/SharePoint), paper locked; limit access on a need-to-know basis.



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- Require confidentiality of all personnel.
- Retain and dispose of records per the Records Management & Retention Policy.

Access and breaches

- Handle access/correction requests within a reasonable time.
- Manage data breaches: contain, assess, notify affected people and the OAIC where the breach is likely to cause serious harm.

6. Roles and responsibilities

Who	Responsibility
Secretary / Privacy contact	Handle privacy requests and breaches; maintain notices.
IT lead	Maintain security of digital systems.
All personnel	Keep personal information confidential.

7. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

8. Related documents

Records Management & Retention Policy · IT, Communications & Social Media Policy · Safeguarding Policy

9. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		