



LIVERPOOL-FAIRFIELD COMMUNITY RADIO CO-OPERATIVE LIMITED

ABN 58 832 839 936

Privacy Policy

Introduction

New privacy laws came into effect in March 2014. The laws impose more stringent obligations and disclosure requirements on organisations that collect, store and use the personal information of individuals as part of their operations. The Privacy Commissioner now has greater powers to investigate and penalize those who breach the Privacy Laws.

Purpose

The purpose of this policy is to outline privacy requirements so that 2GLF complies with all rules relating to privacy. 2GLF will be transparent on how personal information is collected, stored, used and disclosed.

Policy

- 2GLF recognizes that privacy is important to our listeners, members, contacts and people who are on radio programs
- 2GLF follows the Australian Privacy Principles, which are contained in the Privacy Act 1988 (Privacy Act)
- 2GLF, as part of its operations may collect personal information. This policy addresses the type of personal information that may be collected, how it is used, stored and when it can be disclosed.

The type of Personal Information we collect and how it is collected

Personal information is basically information or an opinion that can identify you.

It could be:

- Name and address – postal and/or email
- Mobile or daytime telephone number
- Suburb or postcode
- Gender
- Transaction details



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How do we collect the information?

- On membership forms
- Sponsorship booking forms
- Over the telephone or internet
- Listener surveys

Who do we collect information from?

- Listeners
- Members
- Volunteers
- Talent – people who are part of programs
- Business contacts

Information may be held in electronic, or hard copy formats or a combination of both. The LiverpoolFairfield Community Radio Co-operative limited has the Members' Register in electronic and hard copy as required by Co-operative Law.

Access

Access is limited to authorized persons and every attempt is made to keep personal information secure with limited access, scanning tools and regular password updates. Those with access are required to treat information held as confidential.

Information is used to contact people that 2GLF is required to contact, verify their identity and to conduct its operations. The security of personal information is important and reasonable steps will be taken to keep personal information secure from unauthorized access, misuse, loss and interference.

Do we disclose personal information?

Generally, 2GLF will not disclose personal information without consent. However, members need to be aware that the Members Register can be viewed on request. In addition, there may be times when member contact information is required by government entities.

Where people have requested contact numbers it has been the policy to take the person's number and inform the person that they are trying to contact that someone needs to talk to them. This will continue. Members may indicate that they consent to the disclosure of their information, e.g. The Board posts contact numbers using the information that Directors are willing to share.

All members of the organisation should be aware of the privacy requirements.



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Broadcasting and Privacy

It is unlawful to record a conversation or interview without the person's consent.

- There are some limited legal defenses for this in cases of 'public interest,' however, the principle of 'if in doubt leave it out' will apply at 2GLF
- The station cannot broadcast an identified person's voice without their consent
- Anonymous vox pops are permitted.

Procedure

1st 2GLF collects information

2nd Reasonable steps are taken to keep personal information secure by giving limited access

3rd A member can request under the Privacy Act, access to personal information that 2GLF holds about him/her. Under The Act there are limitations which mean refusal could be given to provide access to that information, e.g. if giving that information might have an unreasonable impact on the privacy of others. The request may be refused if it is frivolous or vexatious, or the information relates to anticipated legal proceedings. A request for information will be acknowledged within 14 days and access will be provided within 40 days of the receipt of the request for information

4th The Liverpool-Fairfield Community Radio Co-operative (2GLF licence holder) is required to keep some records for up to seven years. These include financial records and information on members. Such information is secured in storage off site and there is limited access

Responsibilities

Personal information may become out of date, or be incomplete over time. It is the individual's responsibility to notify the station of any change of details. The Secretary of the Co-operative is responsible for documentation, but it is the individual's responsibility to keep information up to date.

It will be the responsibility of the Board, through the Secretary, to ensure that all volunteers and presenters comply with this policy. Regular updates on privacy requirements will be provided. The training course for new broadcasters will address privacy issues.

Version	Prepared by	Effective date
Version 2.0 Revised	Chris Sparrow	March 2022