



Record Keeping and Confidentiality Policy

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1. Purpose

This policy is designed to establish standards for the consistent and secure handling of records, both digital and physical, within the Working Animals Federation of Australia (WAFA). It aims to protect the privacy of all individuals associated with the organization, including employees, volunteers, and clients, and to ensure compliance with applicable legal obligations.

2. Scope

This policy is designed to establish standards for the consistent and secure handling of records, both digital and physical, within WAFA. It aims to protect the privacy of all individuals associated with the organization, including employees, volunteers, and clients, and to ensure compliance with applicable legal obligations.

3. Policy Statement:

WAFA commits to maintaining accurate, confidential, and secure records. The organization recognizes the importance of proper record keeping for operational efficiency, legal compliance, and protection of confidential information.

4. Definitions

Records: All forms of documented information, regardless of physical form, created or received by WAFA in the transaction of organizational business.

Confidential Information: Any information that is not public knowledge and that is obtained in the course of WAFA's business. This includes personal information about individuals and sensitive organizational information.

Online Bullying Records: Documentation related to any reports, investigations, and outcomes concerning incidents of online bullying.

5. Responsibilities

1. Steering Committee:

- Oversight of policy implementation and updates.

2. Records Manager:

- Responsible for managing organizational records and ensuring compliance with this policy.

3. Employees and Volunteers:

- Must understand and comply with record keeping practices and maintain the confidentiality of information.

6. Procedures

Creation and Maintenance:

- Records must be accurately created and maintained to reflect detailed and factual information.

Storage:

- Confidential records must be securely stored, with access limited to authorized personnel only.

Retention and Disposal:

- Records will be retained for the period specified by legal and operational requirements and securely disposed of thereafter to prevent unauthorized access.

Breach of Confidentiality:

- Incidents of suspected or actual breaches of confidentiality must be reported immediately to management.

7. Compliance

Employees must adhere to this policy as part of their employment conditions. Non-compliance may result in disciplinary action, including termination.

8. Training and Communication

Training on this policy will be provided to all new hires and annually for all staff. The policy will be available on WAFA's intranet and communicated through regular staff meetings and email updates.

9. Review, Revision and Approvals

This policy will be reviewed annually by the steering committee to ensure it meets the current legal requirements and organizational needs. Any amendments will be approved by the steering committee.

10. References

Relevant legislative references include:

Privacy Act 1988 (Cth)

Australian Information Commissioner Act 2010 (Cth)

11. Implementation

This policy will take effect immediately after approval by the steering committee. All staff will be informed of the policy and trained accordingly.

12. Enforcement

Strict enforcement of this policy will be carried out to ensure the highest standards of confidentiality and record keeping. Violations will be addressed promptly and may lead to disciplinary action.

This policy ensures that WAFA's records are handled with the utmost care and integrity, reflecting the organization's commitment to confidentiality and professionalism in managing information related to its operations and interactions.

13. Contact Information

Contact Information for Further Assistance:

For further information or assistance related to the privacy and confidentiality policy, please contact the steering committee at the following email address:

Email: admin@workinganimals.com.au

The steering committee will be able to provide additional guidance, clarification, or support regarding the organisation's privacy and confidentiality policy, as well as address any inquiries or concerns related to data handling practices. Please feel free to reach out to them with any questions or feedback you may have.