



PRIVACY POLICY

Barkuma Incorporated
Level 1, 260 Currie Street
Adelaide SA 5000
Ph: 8414 8711

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7. Identifiers

Barkuma Incorporated will not adopt a government identity number (e.g. Medicare number) for use in a way which is inconsistent with its primary purpose.

8. Anonymity

Wherever it is lawful, practicable and does not compromise the provision of services Barkuma Incorporated will give its customers the option of not identifying themselves when personal information is collected.

9. Transfer of Personal Information to Third Parties

Clients consent for release of information needs to be obtained before information is disclosed.

Reasonable steps will be taken to maintain the security and protect the privacy of personal information that is transferred to a third party.

10. Sensitive information

Barkuma Incorporated will collect sensitive information about an individual, only with the individual's consent, or if required by law, or in other special circumstances.

Complaints Policy for Breaches of the Privacy Act

Individuals who have a complaint about the way in which their personal information is handled are encouraged to use the relevant Barkuma Grievance Procedure by contacting 8414 7100. If they are not satisfied with the way their complaint was handled, staff at the office of the Federal Privacy Commissioner can be contacted on 1300 363 992 for further assistance.

Privacy Officer

Barkuma's Privacy Officer—Ruth Davey, can be contacted on 8414 7100 to answer any questions regarding privacy.

PRIVACY POLICY

"Barkuma Incorporated will vigorously protect an individual's privacy, whether they are an employee or customer. "

Barkuma Incorporated is committed to the privacy of personal information about individuals by responding to the 10 National Privacy Principles in the Privacy Amendment (Private Sector) Act 2000, dealing with the collection, use, disclosure and data security of personal information.

Barkuma works from the principle that individuals have the right to know what personal information Barkuma collects about them, how it collects the information, why it is collected, where and how it is stored, who has access to the information and to whom the information is disclosed. They also have the right to receive information about the process of making a complaint to the organisation about a breach of privacy.

1. Collection of information

Barkuma Incorporated will only collect, in a fair, non-intrusive and lawful way, personal information that is necessary for what we do.

Personal information is defined as information (in any format, from any source) which identifies or could identify the individual. This may include

Sensitive information on health or sex which may be relevant to Barkuma's support of consumers.

Wherever possible and practicable, personal information will be collected directly from the individual, rather than from someone else. Where personal information is collected from a third party, individuals will be informed about why the information is being collected and how it will be used.

2. Use and disclosure of personal information

Barkuma Incorporated uses or discloses personal information for the purpose for which it was collected, or is related to the primary purpose. The exception is where personal information is required to be disclosed by law.

Information is collected primarily for the following purposes:

Assessment and support of consumers;

Recruitment of employees, volunteers and students;

Marketing, Fundraising and membership correspondence; and

Assessment of suppliers.

3. Data Quality

Barkuma Incorporated will take reasonable steps to confirm the accuracy, completeness and currency of the personal information collected, used or disclosed. Wherever possible and reasonable, steps will be taken to correct inaccurate or incomplete personal information.

4. Data security

Barkuma Incorporated takes reasonable steps to protect the personal information it holds from misuse and loss, and from unauthorised access, modification or disclosure.

5. Openness

Barkuma Incorporated will make its Privacy Policy accessible on Barkuma's website at <http://www.barkuma.com.au> and also in document form, upon request. All consumers will be informed about how the Privacy Policy can be accessed.

6. Access

Individuals have the right to access personal information Barkuma holds about them within a reasonable timeframe. Personal information will only be withheld in exceptional circumstances for legal reasons.