

## PNH Policy for protecting -

- privacy of personal information &
- confidentiality of business information

1. All PNH personnel (employees, contractors, consultants or others under a service agreement, and members working in a volunteer role) MUST sign a form to accept their role, including agreement to comply with:
  - Policy for protecting privacy of personal information
  - Policy for protecting confidentiality of PNH business information
  - PNH Values and Code of Conduct.
2. PNH will only collect personal information for a specific purpose e.g. collect membership data as specified in the Constitution, or personal information for bookings into activities or events.
3. PNH will not collect any sensitive information about members other than that specified in the Constitution. PNH does not collect sensitive information such as religion, gender (as a social construct), political alliances, criminal records, health records.
4. PNH will only disclose personal information to a third party for a legitimate purpose e.g. directly related to a function or activity performed by PNH, or in the matter of fraud, serious misconduct or other police investigations.
5. PNH will provide secure systems and processes for the storing and processing of personal information.
6. A member can request to view their personal information in the PNH register of members (PNH is not required to provide a copy).
7. It is the responsibility of each member to ensure their personal details on the PNH register of members is accurate.
8. When personal information is no longer needed for the purpose for which it was obtained, PNH will take reasonable steps to destroy this information as soon as it is no longer required EXCEPT for personal information stored in the membership register which will be **stored for no more than 1 year**.
9. PNH Personnel will not, without proper authorisation, disclose confidential PNH business information, including, but not limited to, employee information, business contracts and information that should not be released due to maintaining business integrity and avoiding prejudicial impacts to PNH reputation or business competitiveness.