

IRCA MEMBERSHIP PRIVACY AND CONFIDENTIALITY POLICY



1. Purpose

The purpose of the IRCA Membership Privacy and Confidentiality Policy is to set out how member privacy in relation to membership details and professional matters is managed.

2. Application

The IRCA Membership Privacy and Confidentiality Policy applies to:

- Provision of membership details to IRCA.
- Complaints and disputes between members, and between members and IRCA.
- Confidential funding and operational matters of members and IRCA.
- Commercial-in-confidence matters between RCA and members.

3. Privacy and Confidentiality Policy

3.1 Member responsibilities

Members in the course of their dealings with IRCA will abide by specified and relevant privacy and confidentiality requirements in relation to:

- Member disputes and complaints.
- Member details.
- Materials and matters that are approved by the Board of Directors and/or the General Manager in consultation with the Board of Directors to be treated as confidential as long as the specification does not breach the requirements of the CATSI Act or the requirements of the IRCA Constitution or is otherwise unlawful or required under other relevant legislation.
- Materials specified as “commercial-in-confidence” for which they have approved access.

3.2 IRCA responsibilities

IRCA in the course of its dealings with members will abide by specified and relevant privacy and confidentiality requirements in relation to:

- Member disputes and complaints.
- Member details.
- Materials and matters that are approved by the Board of Directors and/or the General Manager in consultation with the Board of Directors to be treated as as

confidential as long as the specification does not breach the requirements of the CATSI Act or the requirements of the IRCA Constitution or is otherwise unlawful or required under other relevant legislation.

- Materials specified as “commercial-in-confidence” for which IRCA has approved access.

4. Relevant Federal Legislation

- Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Criminal Code Act 1995
- Privacy Act 1988

5. Other relevant Membership policies

- IRCA Membership Code of Conduct.
- IRCA Membership Copyright Policy.
- IRCA Membership Health and Safety Policy.