

Phenomenon Labs Inc Appropriate Use of Information Policy

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What is this?

Phenomenon Labs Inc. (the Association) values safety highly and this includes safe handling of information.

The Association. is the custodian for the information of association members and event participants (the Community) - some of which is personal information and may relate health issues insofar as this is needed to provide reasonable support for the Community’s equitable participation.

To maintain safety of information in the Association’s custody, to protect privacy, and to maintain the trust of the Community, this policy requires the Association to seek a declaration from all persons acting on its behalf or under its auspices who are likely to handle information supplied by the Community. This declaration will identify the signing person’s commitment to safe handling of any information.

Scope of information

All information received from the Community should be considered within the scope of this policy - unless it is specifically and situationally exempted by another policy and obtained with consent.

What do I have to do?

Committee members, sub-committee members, volunteers (including designers and facilitators), and possibly other parties involved with Phenomenon Labs Inc. may all have reason to receive or manage information about the Community. All relevant persons in a previously mentioned category must review these sections in order to understand their responsibilities for appropriate use of information and make a declaration to commit to these.

Requirement to understand the Association’s position on appropriate use of information.

All relevant persons will understand how to comply with the Association’s Objects, Purposes, Rules, Values, Policies, and Procedures that apply to the handling of information that has been entrusted into the Association’s custody by the Community.

Phenomenon Labs Inc. (A05476)

All relevant persons must understand the implications of the Association's commitment to operating in a manner consistent with Australian Privacy Principles

(<https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference>)

even though the Association is not an APP Entity as defined in *Privacy Act 1988*.

All relevant persons must reflect upon their responsibilities and if they remain unsure about their application or substance then they must seek advice from the Phenomenon Labs Committee to remedy uncertainty. No action should be taken with any information until this advice has been received.

Requirement to complete a declaration

All persons in the previously identified roles, and any other persons who are required to receive or manage information about the Community, or who have access to this information for any reason, must complete a declaration that summarises the preceding requirements.

Requirement to provide no access

No access to information within the scope of this policy is to be given, in any manner, to persons who have not completed a declaration.

Appendix: Appropriate Use of Information Declaration

I, *(full name)*

declare that I will keep the trust placed in me by the Phenomenon Community and manage information that I receive as a part of my work with Phenomenon Labs Inc. appropriately.

I understand that appropriately includes considering the Phenomenon Labs Values, especially the value of safety, when making decisions about how to use, where to store, whom to share that information with.

I understand that appropriately includes acting in a way that complies with the Rules, Objects, Purposes, Policies, and Procedures of Phenomenon Labs Inc.

I understand that Phenomenon Labs Inc. commits to operating in a manner consistent with Australian Privacy Principles.

I understand that if I do not know how to practically action the proceeding commitments or if I do not understand how they apply to a particular circumstance then I commit to seeking the advice of the Phenomenon Labs Inc. Committee before taking action with information in my custody.

<signed>

<date>