




NOTIFIABLE DATA BREACHES

WHAT YOU NEED TO KNOW ABOUT DATA BREACH!

On 22 February 2018, the Notifiable Data Breaches scheme (NDB) came into effect in Australia. The NDB scheme will require The Smith Family to notify affected individuals and the Office of the Australian Information Commissioner (OAIC) about 'notifiable/eligible data breaches'.

WHY IS IT IMPORTANT TO BE AWARE OF DATA BREACHES OF PERSONAL INFORMATION?

Apart from a significant loss of reputation, failing to comply with this regulation could subject The Smith Family and VIEW Clubs to significant fines .

Reputations in
the Marketplace 



everyone's family



HOW DOES THIS AFFECT VIEW?

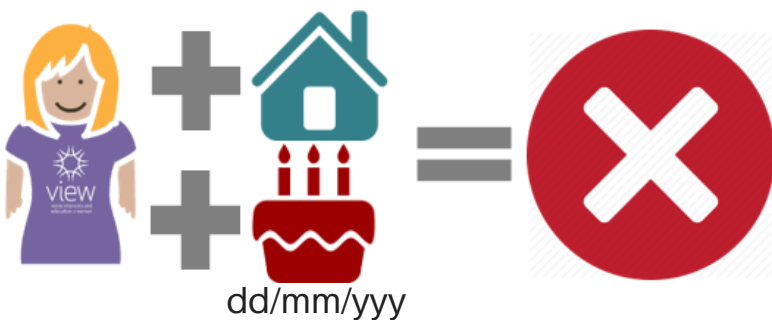
- VIEW Clubs keeps personal data on members
- Records kept Hard Copy and/or Electronic

HOW CAN VIEW CLUBS KEEP THIS INFORMATION SAFE?

- Information kept secure ie Hard copies are stored/transported minimally.
- Electronic copies are password protected
- Member Personal Details are not stored in one document



dd/mm



A SIMPLE WAY TO MINIMISE RISK IS TO STORE PERSONAL DETAILS SEPARATELY IN PASSWORD PROTECTED DOCUMENTS.

WHAT ARE YOUR RESPONSIBILITIES?

Every VIEW member has the responsibility to protect personal information held by their club from:

- Unauthorised access;
- Unauthorised disclosure;
- Loss; or
- Other Misuse

Your personal information is important.
Stay in control and keep it safe.



EVERY VIEW MEMBER HAS THE RESPONSIBILITY TO IMMEDIATELY REPORT A DATA BREACH OR SUSPECTED DATA BREACH TO NATIONAL OFFICE.

KEEPING DOCUMENTS SAFE

It's easy to keep your Club's membership details safe.

- Word and Excel provide options to add passwords to your documents which restrict their access.
- Don't keep all member details in one document - it is the all the details which can allow serious harm to members.
- Only travel with information you need for example: list of Member names without any other details; or Emergency Contacts in sealed enveloped covering only members attending that specific event and destroyed after
- Use the security software provided on your USB - all USBs now come with simple to use security

Report a data breach or suspected data breach to
National Office immediately.

HOW DO I REPORT A DATA BREACH?

1. Go to VIEW Website - Resources/Forms/Data Breach
2. Download and complete the Form
3. Send the form to VIEW National Office (view@thesmithfamily.com.au)
4. National Office - Review/Action/Response



The contents of this document are a guide only.

If you are in any doubt as to whether a data breach has occurred you are requested to contact National Office via email (view@thesmithfamily.com.au) with all relevant details.