#### **VIEW CLUBS OF AUSTRALIA**

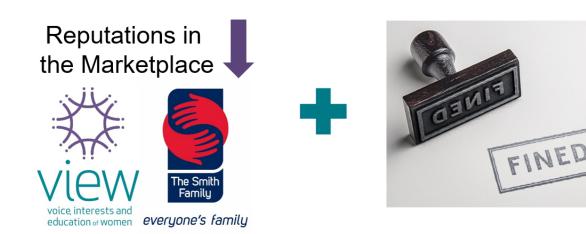
# NOTIFIABLE DATA BREACHES

# 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 .



#### WHAT IS A DATA BREACH

A data breach occurs when personal information is lost or subjected to unauthorised access, modification, disclosure or other misuse.

#### SOME EXAMPLES

- A hard copy file containing personal member information, including names, addresses, etc. being left behind in public and subjected to unauthorised access
- A lost thumb drive containing personal information where password protection, if applied, might not prevent unauthorised access
- An email with an attached spreadsheet that contains personal information being sent to the wrong recipient(s)

PEPHONE WAR IN THE REMAIN THE REMAINSTRATE THE REMAINSTRA

/////

 A lost or stolen mobile phone, tablet or laptop that provides access to personal information

#### WHAT IS PERSONAL INFORMATION

In broad terms, personal information includes information or even an opinion about an identified individual or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

Examples include clients' or sponsors' names, address details, dates of birth, bank account details and even opinions about these individuals.



### **HOW DOES THIS AFFECT VIEW?**

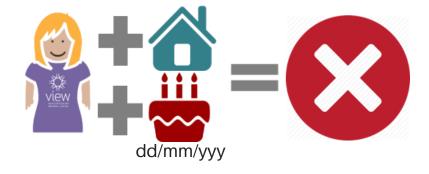
- VIEW Clubs keeps personal data on members
- Records kept Hard Copy and/or Electronic

# 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



/////



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: Your personal information is important

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



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.