



Kinds of personal information collected

Examples of the types of personal information, which may also be considered sensitive, collected by **SANTS** include:

- first and last names;
- contact details;
- date of birth;
- gender;
- photographs;
- employment status;
- bank account information;
- marital status;
- investigation reports and witness statements;
- financial records;
- employment records;
- race or ethnicity; or
- genealogical information.

SANTS acknowledges that there is no obligation for an Employee or a Client to provide personal information to **SANTS**. However, if an Employee or Client chooses not to provide **SANTS** with personal information, **SANTS** may not be able to provide the Employee or Client with a full range of services or it may reduce the ability of providing a service to an Employee or a Client directly.

More information

For more information contact Mr Keith Thomas, CEO,
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SANTS Privacy Policy

Managing personal and
sensitive information



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Working to achieve sustainable Aboriginal Nations



SANTS Privacy Policy

The **SANTS** Privacy Policy ensures proper management of employee's and client's *personal and sensitive information*.

The Policy describes how **SANTS** manages, stores and secures this information in a legally compliant and appropriate way. It also outlines how employees and clients may access or correct personal and sensitive information collected by **SANTS**.

This brochure summarises the **SANTS** Privacy Policy statement, the purpose of the Policy and a definition of personal and sensitive information in relation to **SANTS** business. For more detailed information on the **SANTS** Privacy Policy, please visit www.nativetitlesa.org



Policy Statement

SANTS is committed to protecting the privacy of its:

- Employees; and
- Clients.

SANTS understands that maintaining the privacy of its Employees and Clients is fundamental to ensure the ongoing success and credibility of the organisation.

Purpose

The purpose of the Policy is to ensure that personal information of Employees and Clients is managed in accordance to the *Privacy Act 1988* (Cth) (the Act) and the requirements of the *Australian Privacy Principles* (APP).

Our mission is to work with Aboriginal Nations to deliver services to realise their aspirations.

For the purpose of the Policy:

Personal information is information that identifies a person. There are some obvious examples of personal information such as a person's name or address. Personal information can also include photos, credit history information, bank account details and even information about what a person likes, their opinions and where they work – basically any information where the person is reasonably identifiable.

Sensitive Information: Personal information can be sensitive in nature such as information about a person's race, ethnicity, political opinions, membership of political associations, membership of professional associations and trade unions, religious or philosophical beliefs, sexual preferences, health and genetic information or criminal records.

SANTS takes its obligations under the Act seriously and will take all reasonable steps in order to comply with the Act and the APPs.

The Policy assist **SANTS** in complying with the APPs. If you require any further information in relation to privacy, please visit www.privacy.gov.au