



Data Security Policy

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Policy

Wonthaggi Neighbourhood Centre has a duty of care to ensure that all personal information remains secure and the following procedures have been implemented to ensure this outcome.

Procedure

Hard Copy Folders: At the end of each Front Desk afternoon shift or when the centre is closed, all security sensitive folders (those marked with red stickers) are to be stored in a secure filing cabinet, kept in the Centre Manager's office.

Computer Data Security

Centre Manager's and Front Desk computers and printers are to be linked via network.

The Centre Manager has overall access to all centre information stored on Centre computers and networks. The President and Secretary will also have access in case of the Centre Manager's absence. All other members of Committee, Staff and Volunteers will have access to relevant files only.

All file passwords are to be recorded and kept secure by the Centre Manager.

Membership files are to be administered by the Secretary with access to the Centre Manager.