

BULLETIN

All Members



Reference No: Privacy Policy

Date issued: 26/11/2018

Dear Member

Small business privacy policy statements

Given a number of our businesses are small then the [attached](#) 'Privacy Policy - The APPs and Small Businesses' guidelines (PDF Document), may dictate whether a business is required to have a privacy policy. My understanding is that is best practice to have a privacy policy when dealing with personal information.

To ensure your business is covered by the Australian Privacy Principles (APPs) if required, as set out in the Privacy Act 1988 (as amended), VACC suggests you consider the use of the [attached](#) template (Privacy Policy 26 November 2018 – MS Word Document).

The APPs govern the way that business collects, uses, discloses, secures and provides access to personal information.

Why is it important? Recently body repair business are being asked by car insurers to provided evidence of their compliance to the APP. This template should help and enable our members to provide the information requested.

You may not be a body repairer, but may be asked to provide similar policy information to another party. This template may also be relevant for your use.

Please note that the template provides policy which is generic and can be adapted to include any particular or special provisions that your business may wish to implement on privacy.

Yours faithfully

John Guest
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