



Fauna Rescue of SA Inc
ABN 20 601 494 364

PO Box 241
Modbury North SA 5092

Wildlife Volunteer Help Line: 8289 0896

Internet: www.faunarescue.org.au
E-mail : info@faunarescue.org.au

FAUNA RESCUE OF SOUTH AUSTRALIA INCORPORATED
DATABASE AGREEMENT MAY 2017

1. The database will only be used for the operation of Fauna Rescue of South Australia Incorporated.
2. Fauna Rescue will not disclose data information held by the organisation to any third party or outside agency without the express permission of the person. However Fauna Rescue may be legally required to divulge members' details when requested by other legal agencies (for example, The Department of Environment, Water and Natural Resources, RSPCA or Police) to assist in the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct.
3. The database will only be supplied to and retained by the Phone Coordinators, Phone Operators and Species Coordinators or any office bearer authorised to carry out their duties on behalf of the organisation.
4. Confidentiality – contact details of rescuers/carers given to members of the public will be confined to first name and phone number. (Financial Fauna Rescue members can access the Species Coordinator List on the website).
5. The database will only be used on an authorised personal or Fauna Rescue computer.
6. To ensure safe keeping of organisational records and minimising the risk of unauthorised access, the Fauna Rescue database must not be installed on any external or unauthorised systems (including a place of employment.).
7. A record of approved persons for data base installation will be kept and maintained by the Fauna Rescue Database Programmers.
8. On relinquishing the position of phone operator/coordinator (completion of duties) the database and all other personal information must be deleted from the operator's computer. They must confirm to Fauna Rescue in writing within 48 hours of completion of duties that all personal information including the database has been deleted from their computer. All Fauna Rescue equipment, Fauna Rescue computer and Fauna rescue records held (paper or electronic) must be returned to Fauna Rescue of South Australia Incorporated within 48 hours of completion of duties.
9. It is the responsibility of the individual to ensure the Fauna Rescue data base is erased from the hard drive or storage system on disposal of any personal computer equipment.
10. Failure to comply with conditions set out in this agreement is in breach of State and Federal legislation.

Reviewed and Authorised at a Committee meeting held on 9th May 2017 item number 29.
To be reviewed yearly.

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Tear off slip – please remove slip, sign and return to Secretary P.O. Box 241, Modbury North, S.A. 5092 **PLEASE KEEP THE DOCUMENT FOR YOUR FUTURE REFERENCE**

Name (BLOCK CAPITALS) _____

I have read, understood and agree to abide by the Fauna Rescue of SA Inc. **Database Agreement.**

Dated May 2017

Signed: _____

Date _____