

# Privacy Policy



Policies & Procedures referring: Access to Files Confidentiality & Privacy	Policy Number: CF011
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## Policy Overview & Statement of Objectives

This policy aims to protect the privacy rights of all individuals who interact with Karden Disability Support Foundation (KDSF), and is intended to ensure that KDSF's practices comply with the Information Privacy Act and the Health Records Act.

### Scope

This policy applies to all KDSF stakeholders, including permanent and temporary staff, agency staff, casuals, contractors, consultants, students, and persons working in a voluntary capacity (for the purposes of this policy referred to as "staff"), and to people supported.

### Principles

1. KDSF will only collect information which is necessary to carry out KDSF's mission.
2. Personal information will only be used for the purpose for which it is collected.
3. Reasonable steps will be taken to ensure that information is accurate, complete and up to date.
4. Information collected and stored by KDSF will be protected from misuse, loss and from unauthorised access, modification or disclosure.
5. KDSF will maintain appropriate procedures for managing personal information, and all staff will be required to abide by these procedures.
6. Any person who interacts with KDSF may make a reasonable request to view that information. This may include any person who acts as Trustee or Guardian. KDSF's Consumer Access to Files policy, KDSF's Confidentiality Policy and other policies apply to this process.
7. Any identifying code used for personal information will be unique to KDSF.
8. Where possible, people may interact with KDSF anonymously.
9. Information will only be collected in a manner which is consistent with KDSF's mission and which is fair and lawful.
10. Consent will be sought from each person about whom information is collected; that person will be informed of the purpose for collection, and who will have access to that information.
11. Information which is no longer required will be destroyed, subject to statutory and regulatory limitations.
12. No identifying information will be made available to persons outside Australia, except with the express and specific consent of that individual.

## Department of Human Service Standards

This policy meets the following Department of Human Service Standards

Standard 1: Empowerment

Standard 2: Access & Engagement

Standard 3: Wellbeing