

Policy Area: Corporate

Policy:

Woodbine is committed to protecting the privacy of personal information which we collect and handle for the purposes of providing services to people with a disability and their families, and to meet our statutory obligations.

We recognise that privacy principles protect personal information both as a matter of individual right, and in support of collecting information necessary to provide responsive and effective services.

Woodbine believes it is the essential right of individuals to have their information handled in ways which reasonably protects it, and also is fully accessible to them.

We understand that we are bound by the Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, and have adopted the respective Privacy Principles as a minimum standard in relation to handling personal information. The Privacy Principles are reflected in and supported by our corporate values.

Procedure:

Personal information is information which directly or indirectly identifies a person, and can be of a sensitive nature.

Woodbine will:

- Request written permission to seek and collect information
- Collect only information which we need for a specified purpose
- Ensure that the person knows why we collect their information and how we will handle it
- Use and disclose information only for the specified purpose or a directly related purpose, or for any other purpose with the persons consent (unless otherwise authorised by law)
- Store information securely and protect it from unauthorised access
- Retain it for the period authorised by the Public Records Act 1973 (see Woodbine Records and Document Control Policy)
- Provide the person with access to their own information, and the right to seek its correction in accordance with the Freedom of Information Act 1982
- Dispose of information securely after the authorised period

Definitions: n/a



References:

Records and Document Control Policy
Client Confidentiality Policy
Information Privacy Act 2000
Health Records Act 2001
Freedom of Information Act 1982

Forms:

Release of Client Information – promotional
Release of Client Information - personal