



PRIVACY POLICY

1.0 POLICY STATEMENT

- 1.1 Lifelong Pathways collects and holds a range of personal information about beneficiaries, clients, their families and carers, for the purposes of:
- 1.1.1 Providing advocacy and consultancy services in relation to disability, education and inclusion; and
 - 1.1.2 Undertaking management of National Disability Insurance Scheme (NDIS) Support Plans.
- 1.2 Lifelong Pathways is committed to protecting the privacy and dignity of individuals with a disability, their families and carers, and will adopt the:
- 1.2.1 Objects of the *Privacy Act 1988*; and
 - 1.2.2 Guiding principles of the *National Disability Insurance Scheme Act 2013*.

2.0 PERSONAL INFORMATION

- 2.1 Personal information is any information about a person that could reasonably be used to identify that person, and may include, but is not limited to:
- 2.1.1 Names
 - 2.1.2 Addresses
 - 2.1.3 Phone numbers
 - 2.1.4 Medical conditions
 - 2.1.5 Disabilities
 - 2.1.6 Family or living arrangements
 - 2.1.7 Employment
 - 2.1.8 Social activities
 - 2.1.9 Photos, video or audio recordings
 - 2.1.10 Statements and opinions.

3.0 COLLECTION AND MANAGEMENT OF PERSONAL INFORMATION

- 3.1 Lifelong Pathways will:
- 3.1.1 Only collect information that is necessary for the purposes outlined in clause 1.1; and
 - 3.1.2 Inform persons whose personal information is being collected, or their parent / guardian, about why the information is being collected and how it is to be administered and protected.
- 3.2 Lifelong Pathways will:
- 3.2.1 Only use and disclose personal information only for the main purpose for which it was collected;

- 3.2.2 Obtain consent from persons whose personal information is being collected, or their parent / guardian, before using or disclosing personal information for any other reason; and
 - 3.2.3 Only disclose personal information without consent where required by relevant Australian law.
- 3.3 Every reasonable effort will be made to ensure personal information that is collected is accurate, complete and relevant to its purposes.
- 3.4 Personal information will be secured against loss and unauthorised access, misuse and modification.
- 3.5 Lifelong Pathways will:
 - 3.5.1 Ensure persons whose personal information is being collected, or their parent / guardian, are aware of the content and purpose of this Privacy Policy & Confidentiality Agreement; and
 - 3.5.2 Make this document freely available, by publishing on the Lifelong Pathways website (<http://www.lifelongpathways.com.au>).
- 3.6 After making a request to the Director Lifelong Pathways, persons whose personal information is being collected, or their parent / guardian, will have the rights to:
 - 3.6.1 Access their personal information; and
 - 3.6.2 Provide updated or corrected personal information.

4.0 RESPONSIBILITY

- 4.1 The Director Lifelong Pathways is responsible for ensuring:
 - 4.1.1 This policy is adopted by the organisation;
 - 4.1.2 All employees of Lifelong Pathways are aware of, and comply with, their responsibilities under this policy;
 - 4.1.3 All employees of Lifelong Pathways complete and sign a Confidentiality Agreement; and
 - 4.1.4 Changes in relevant legislation are identified and incorporated into reviews of this policy.