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 National Disability Insurance Scheme (NDIS) service provision.

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 personal information that is necessary for the purposes outlined in clause 1.1 or other such personal information that is given voluntarily by a client or their parent / guardian; 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;

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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, current, complete and relevant to it 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;

3.6.2 Provide updated or corrected personal information; and / or

3.6.3 Request that Lifelong Pathways destroy any or all of the personal information in the possession of Lifelong Pathways. If such a request is made, the Director must ensure that applicable information is destroyed as soon as possible.

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.

4.1.4 Changes in relevant legislation are identified and incorporated into reviews of this policy.

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