PRIVACY INFORMATION

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We follow Australian laws called the Australian Privacy Principles and make sure that any information we collect from you is protected and kept private.

We collect information that lets us do our work. You can decide what personal information you want to give us.



If you choose not to give some of your personal information it may limit the services we can provide.

We collect personal information from you when you have contact with us in person, by phone or in writing.



We collect personal information from others (when you give permission for this).

We use the personal information you give us to keep in contact with you, provide services and support and to meet government funding and legal rules



We do everything we can to protect the personal information we have.

Your personal information is stored in computers, information systems that use the internet (Careview, Dropbox and Xero) and paper files in locked cabinets.



Your information may be kept in Australia or overseas. We try to make sure any companies that store your information overseas also follow Australia's privacy laws or similar rules.

For more information, please contact Innovate:
Phone: 0408 673 775
Email: info@innovatecs.com.au
Website: www.innovatecs.com.au

Fact sheet 4 PRIVACY INFORMATION



We will ask for your permission to give your personal information to specific people or organisations so we can do our work. We record this in your Service Agreement or Participant Plan.

If we have to change how we use your personal information, we will tell you and ask for your permission.



There are some laws that say we have to give out personal information, even if you say it is not ok to do so. For example;

- lessening or preventing a serious threat to life, health or safety
- a court or tribunal has asked for specific information under an Australian law.





We regularly check that your personal information is safe. If we find an issue, we follow the government's rules about what to do.

If your personal information changes or the information that we have is wrong, please tell us.

If you want to access your personal information please contact the Director, Theresa Ph: 0408 673 775

We only keep the information as long as we have to. We destroy or de-identify information when it is no longer needed.

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