



1. We promise to protect the personal and sensitive information that you give us. The law (Privacy Act 1988 and Australian Privacy Principles 2014) says we must do this

2. Personal information is only collected if we need it for certain activities and supports that may help you. It could include;

- Your name
- Your address
- A photograph



3. Providing this information is voluntary. If you cannot or do not wish to provide information, it may limit the services you receive.

4. We only collect sensitive information if it is needed and if you say it is ok. It could include;

- The religion you practice or beliefs that are important to you
- Important relationships to you
- Your health



5. Sometimes we might need to contact other people who are working with us to help you, such as a Doctor or another service. If we have to do this, we will always ask you if it is ok.



6. There are times when we have to give out personal information, even if you say it is not ok to do so. We only do this if the law says we must.

7. If your personal information changes please let us know.

8. We will keep all your personal and sensitive information in a secure at all times.

9. If you want to access your personal information that we have about you, you must contact a Director.

10. If we do not need your information anymore, we will destroy it correctly.

