

INFORMATION PRIVACY PRINCIPLES

UnitingSA is bound by the requirements of the Australian Privacy Principles. All employees and volunteers will respect the privacy of the people we support and ensure information is managed in alignment with these principles.

- 1. Open and transparent management of personal information:** We will ensure that the people we support are informed about why we collect information and how we manage it.
- 2. Anonymity and pseudonymity:** We may offer the people we support access to services, information or products without the individual having to identify themselves.
- 3. Collection of solicited personal information:** We will only collect personal information that is necessary for delivery of our services.
- 4. Dealing with unsolicited personal information:** We will (as soon as practicable but only if it is lawful and reasonable to do so) destroy or de-identify any information no longer required.
- 5. Notification of the collection of personal information:** We will take reasonable steps to let the people we support understand the type of information we hold, for what purposes we use it, and how we collect, hold and disclose that information.
- 6. Use or disclosure of personal information:** We will not disclose personal information to others without gaining informed consent, except when we are required by law to do so.
- 7. Direct marketing:** We will not use or disclose personal information about an individual for the purpose of direct marketing.
- 8. Cross-border disclosure of personal information:** We will protect all information transferred outside of Australia using agreed methods.
- 9. Adoption, use or disclosure of government related identifiers:** We will not use or disclose an identifier assigned to the people we support by another agency or contracted service provider e.g. a Medicare number.
- 10. Quality of personal information:** We will ensure personal information that is collected, used or disclosed is accurate, complete and up to date.
- 11. Security of personal information:** We will store private information securely and protect it from unauthorised access.
- 12. Access to personal information:** We will provide the people we support with reasonable access to their own personal information.
- 13. Correction of personal information:** We will provide the people we support with access to their own information and respect their right to have inaccurate information corrected.

Further information about our Privacy Policy can be obtained from our Privacy Officer:

P. (08) 8440 2255

E. privacy@unitingsa.com.au

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