

BP_PRIVACY POLICY

Reference to:

National Standards for Disability Services

- Standard 1 Rights
- Standard 4 Feedback and Complaints
- Standard 6 Service Management

Human Services Quality Standards

- Standard 1 Governance and Management.
- Standard 4 Safety, Wellbeing and Rights
- Standard 5 Feedback, Complaints and Appeals

Review Details:

Version No.	Details of Revision	Approval Date	Next Review Date
01	Original document	Endorsed at the Management Committee Meeting November 2014	November 2015
02	Policy review	Management Committee Meeting March 2015	November 2016
03	Policy review	Management Committee Meeting April 2017	July 2018

Independent Advocacy in the Tropics Inc., trading as Independent Advocacy Townsville (IAT) respects the privacy of all people associated with it including members, employees, management committee members, volunteers, clients, organisations and online users, and is committed to protecting the privacy of personal information it collects, holds and administers. This policy applies to all people associated with IAT.

IAT recognises the essential right of individuals to have their information administered in ways, which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

IAT is bound by laws that impose specific obligations when it comes to handling information. The *Privacy Act* and this Privacy Policy do not apply to Acts, Regulations or practices that directly relate to current and former employee records of IAT.

The organisation has adopted the following principles contained as minimum standards in relation to handling personal information. IAT will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.