



**People With
Disabilities**
ACT Inc

Privacy Policy and Disclosure Statement

Introduction

The purpose of this document is to outline how People with Disabilities ACT Inc. complies with our privacy obligations as required under the [Privacy Act 1988](#) and, in particular, the National Privacy Principles set out in that Act.

As an organisation, one of our principle concerns is the health and welfare of our members. A high level of trust and confidentiality is required to ensure the confidence of the members we service. We aim to ensure that:

- your privacy will be protected when accessing our services or visiting our premises;
- the personal information collected about you and retained in our records is correct and up-to-date; and
- you can access your personal information for review on request.

Collection, use and disclosure of personal information

We recognise that the personal information we collect may be of a highly sensitive nature. We have adopted the highest privacy compliance standards to ensure such information is protected.

We may collect personal information (including sensitive and health information) regarding yourself for the purpose of providing community advocacy and support services to our members. Personal information collected may generally include:

- your name, address, telephone number and e-mail address
- previous and current medical history, if directly relevant to the services you request of PWD

We may collect personal information about you:

- directly from you;
- from some other person, organisation or agency on your behalf with your prior consent; or
- from your parents if you are aged under 16 years.

Personal information collected by us may be used or disclosed:

- for the primary purposes we advise you of at the time of collection of the information by us;
- as required or authorised by law;
- for secondary purposes which are directly related to the primary purpose of collection of the personal information such as for quality assurance, staff training and as may be required by our insurers.

All photos taken at PWD public events will gain permission from the photographed person before release.

We do not use or disclose personal information about you for direct marketing purposes.

Security and storage of personal information

We will use all reasonable endeavours to ensure that personal and health information about you is protected from misuse, loss, unauthorised access, modification or disclosure, other than in accordance with this policy or the [Privacy Act 1988](#).

Your personal information will be stored either in hard copy or electronic form in our files and/or IT systems.

Gaining access to information we hold about you

We will, on written request, provide you with access to the personal information we hold about you.

Your request to obtain access to your information will be dealt with in a reasonable time. We may recover from you our reasonable costs of providing you with access (eg photocopying costs).

Keeping your personal information up to date

We take reasonable steps to ensure your personal information is accurate, complete and up to date whenever we collect or use it.

If you think any of the personal information we hold about you is inaccurate, incomplete or out of date, please contact us and we will correct the information.

Internet site privacy policies

We may collect contact information (such as e-mail addresses) from you and other individuals via our internet site.

All information entered into our Consumer Skills Register Internet site will be password protected and will not be obtainable for other users on the website.

How to contact us

If you wish to provide any feedback to PWD, please complete our evaluation form which is available on our web site www.pwdact.org.au. To find out more about how we deal with personal information, please contact:

The Executive Officer

Megan Kelly
02 6290 1984
0437 877 356
pwdact@shout.org.au