



SUSSEX NEIGHBOURHOOD HOUSE Inc.

PRIVACY POLICY & PROCEDURES

Sussex Neighbourhood House provides a range of educational and community programs. When students enrol we ask for details about them and also what services they may need. This information is collected so that we can help to decide on suitable programs. They are also collected so that we can contact the student.

Sussex Neighbourhood House will comply with relevant state legislation being the Information Privacy Act 2000 and the Health Records Act 2001.

All information we receive and collect will be kept in strict confidence. When it is required to send information to another agency, such as the Department of Human Services, it will be kept secure. Information, which identifies a person, will be removed before it is used for statistical purposes.

All staff, paid and volunteer are required by law to protect personal information and our policy is not to release this information to anyone else.

We will not release information unless we have the person's consent, are required to by law or as part of the services we provide.

Information gathered regarding concession benefits is only to be used to assist in our applications for funding of programs.

Information collected about children, such as their immunisation status or if a parent has restricted access, is collected so that we know how best to look after the child and will be kept in the strictest confidence.

If photographs of individuals are used in publications, consent must be obtained before they are reproduced in any form.

An information sheet will be provided to all current staff and House users who may at any time seek further information, or clarification regarding the policy.

If you choose not to tell us something that we need to provide the services you require, we may be unable to provide you with the services which you seek.

PROCEDURES

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Information gathered regarding concession benefits will only to be used to assist in our applications for funding of programs.

Information collected about children, such as their immunisation status or if a parent has restricted access, is only collected in order to best to look after the child in our care and will be kept in the strictest confidence.

If photographs or images of individuals are to be used in publications, written consent must be obtained before these photographs or images are reproduced in any form.

An information sheet will be provided to all current staff and House users who may at any time seek further information, or clarification regarding the policy.

Confidential or personal information held by the House will be stored either, under lock and key, or in a supervised area, and will only be accessed by those in authority, or the person himself/herself – under supervision to ensure the integrity of the information.