

Privacy Policy

1.0 Statement of Intent

ALARA QLD Limited respects the privacy of all individuals associated with the organisation including members, employees, volunteers, our clients/beneficiaries, donors, business partners and online users, and is committed to safeguarding the personal information that is provided to us.

We will use all reasonable efforts to protect the privacy of individuals' personal information and to comply with the obligations imposed by the Privacy Act 1988 (Cth) (Privacy Act), the Australian Privacy Principles (APPs), the Aged Care Act and the Aged Care Principles as well as relevant State legislation and regulation – Information Privacy Act 2009 (Qld) and Disability Services Regulation 2017 (State).

We will only collect personal information by lawful and fair means and will only collect personal information that is necessary for one or more of our organisation's functions or activities.

If it is reasonable and practicable to do so, we will collect personal information about an individual only from that individual.

In meeting our obligations with respect to the privacy of our clients we acknowledge that people with vision or hearing impairments and those of culturally and linguistically diverse people may require special consideration.

2.0 Purpose

The purpose of this privacy policy is to:

- clearly communicate the personal information handling practices of ALARA QLD Limited
- ensure personal information is managed in an open and transparent way
- give individuals a better and more complete understanding of the sort of personal information that ALARA QLD Limited holds, and the way we handle that information
- protect the privacy of personal information including health information of clients and workers
- provide for the fair collection and handling of personal information

- requires the disclosure of sensitive personal information
- ensure that personal information collected is used and disclosed for stated purposes only
- ensure the confidentiality of personal information through appropriate storage and security

3.0 Scope

The policy applies to all 2019 Q3 QIL notes, newsletters, or periodic e-mails to the 4,10000+ customer partners and a data team

4.0 Definitions

Personal information

Personal information is information that appears, were it to be a name and whether recorded or not, relating to an individual whose identity is represented or can reasonably be ascertained from the information available

Available information

Available information includes information that is either obtained by legitimate means or is obtained through membership of a business association, religious body or other non-profit organization, membership of a professional or trade association, membership of a trade union, membership in a profession, union or association, or information obtained by proper health insurance or health-related data and genetic information

Health information

Health information

(i) Health information transmission:

- the health information of a customer or a related party
- an individual's own health information transmitted through services exchange
- a customer's consent to the disclosure of health information that is a personal information per

(ii) Health information to be disclosed in a non-urgent health-related case

(iii) When personal information of an individual is collected in connection with the diagnosis, treatment and/or health management of the individual's life-threatening or health-related conditions

- (iv) genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

Unsolicited Information

Unsolicited information is all personal information received from an individual that we did not actively seek to collect.

Employee Record

An Employee Record is a record of personal information relating to the employment of the employee. Examples of personal information relating to the employment of the employee are health information about the employee and personal information about all or any of the following:

- the engagement, training, disciplining or resignation of the employee;
- the termination of the employment of the employee;
- the terms and conditions of employment of the employee;
- the employee's personal and emergency contact details;
- the employee's performance or conduct;
- the employee's hours of employment;
- the employee's salary or wages;
- the employee's membership of a professional or trade association;
- the employee's trade union membership;
- the employee's recreation, long service, sick, personal, maternity, paternity or other leave; and
- the employee's taxation, banking or superannuation affairs.

On-Line Users

Online Users refers to anyone that accesses the ALARA QLD Limited website www.alarasql.org.au

5.6 Overview of ALARA QLD Limited Programs and Services

ALARA QLD Limited provides a range of services for people with a disability, older Australians and their carers at home and in their community.

In order to provide these services, ALARA QLD Limited engages volunteers and employees, and receives donations, funding and support from members of the

community organizations, groups and governments.

In addition to the services which we provide free of charge donated by the United States (US) United Way funds, contracts in several State and Commonwealth government programs, contracts with other organizations to collect services on their behalf and through agencies on a fee for service basis and through the National Disability Insurance System. In providing such services we comply with the relevant state or national laws, principles and any additional obligations under the terms contract we undertake.

6.0 Outline of OIS Policy

Part A – Personal Information Handling Practices' explain our general information handling practices for some OIS & UJ Limited, including information about our collection, dissemination and your personal information.

Part B – Contact Us: offers further detail by explaining our personal information handling practices in relation to specific OIS & UJ Limited functions and activities. Here you can find out what sort of records we keep and why.

7.0 Effective date:

- Created: June 2007
- Revised: July 2011
- Revised: 9 April 2014
- Law reviewed: March 2014
- Revised: August 2017

Part A – Our Personal Information Handling Practices

Our obligations under the Privacy Act

Our privacy policy sets out how we comply with our obligations under the Privacy Act 1988 (Privacy Act) and the Access to Information (Access to Information) Act 2012 (ATI). We are bound by the Australian Privacy Principles (APPs) in the Privacy Act which regulate how organisations may collect, use, disclose and store personal information, and how individuals may access and correct personal information held about them. In addition, we are bound by our services we comply with the Age-Appropriate and Child-Care Principles.

Collection of Personal and Sensitive Information

If you can identify us across one of our digital channels because you are a registered user of our platform, please contact us if you wish to exercise your rights. We will take all reasonable steps to comply with your request. However, we may not be able to provide the services requested if we are not provided with the personal information requested.

The nature and extent of personal and sensitive information collected by ALPHA QLD Limited varies depending on your particular interaction with ALPHA QLD Limited.

ALPHA QLD Limited collects personal and sensitive information from individuals, clients, business partners, ALPHA QLD Limited people and online users. We only collect Personal Information for our and lawful means. Further information about the kind of information collected from each of these groups and the uses of such information is provided below.

ALPHA QLD Limited Clients and Users

Online Information collected:

- contact details (name, address, telephone, email etc.)
- email address/contact details
- date of birth, date of insurance date of birth, age, date, sex etc.
- country of birth, or country of residence details
- telephone/mobile number
- information on services used, services and expenditure, financial type.

- family background, supports of entire household community
- cost, transportation, drinking water, hygiene
- access of water
- health issues (e.g. chronic medical history, primary disabilities, secondary disability, medical care/being subject measurement, malnutrition, etc.)
- language barrier (for medical services, diagnosis, payment, reimbursement)
- mental health (depression, stress, trauma, etc.)

Key Definitions to be defined:

- non-verbal communication
- reference to the role of the government or other agencies
- subjectivation
- respect for personal
- condition of the 2019 pandemic and recovery

Primary purpose for which NIAAS will introduce the themes are:

- to help and provide NIAAS LID related services for the individuals, communities
- to work in partnership with the targeted community, associated, working professionals, past departments
- to enhance of quality of needed services and efforts provided under any state or non-state laws
- to enhance dialogue with the existing programs and services to better needs
- to provide best practice for services and functions, where applicable, to the state agencies
- to meet, by following up, members of government, national organizations, any state or non-state laws
- to meet with the community, state, regional, global, from health issues
- to meet with the state, national, state, regional, global, from health issues

Secondary Purposes to which the Information may be used:

- to apply for funding for support or equipment;
- to determine appropriate referral or other services to be provided outside of MARADIE's roles;
- to evaluate billing and other arrangements;
- to assess costs and health progress in a patient;
- to measure the quality of services provided;
- to conduct biological research.

We value your consent to the collection of your health information and we will not collect it unless it is reasonably necessary for us to effectively deliver the services we are required to provide.

- a) you have consented to the collection of health information;
- b) the collection of the information is required by a law or an order of a court to lawfully conduct our business;
- c) we can demonstrate that it is in the public interest to collect the information and that it is in your best interests to do so.

MARADIE Limited Members

Information collected:

- contact details (name, address, telephone number, email address)
- financial contributions and accounts (MARRADIE's roles, expenses and contributions to financial)
- health and administrative data

How data is processed:

- automatic processing
- manually

- in person

Propose to propose membership of ALFA QLD Limited via the following:

- to propose candidates and provide supporting documents

Members propose for membership of ALFA QLD Limited via the following:

- to fill out the proposal, detailing the membership details
- to complete the proposal form
- to provide complete details of the proposed membership for approval by such candidate
- to be contacted for further info

ALFA QLD Limited Business Partners

Type of information collected:

- contact person's name, the name of the organisation which they represent, telephone numbers, fax number, e-mail and postal address, and address, position title
- area of interest by category and industry
- contact details and details of professional business and registration
- contact details of ALFA QLD Limited, such as social contact information for news and research
- evaluation Business Form (BFR)
- type of support or service

How the information is collected:

- in person
- by person
- request made in written or electronic form

Final Purpose for which the information is collected:

related program – include social comment by program on a comment that is posted from:

- in which a response is necessary for either a complaint or a customer comment that may affect the health, safety or financial well-being of the company or the community being regulated and whether or not it should be closed
- that contain details for payment, such as name, address, telephone number, etc.

You may be asked to which the comment is related:

- to provide a 60-90 day email service
- to provide an application to back the compliance or regulatory requirements
- to call them to get more information and provide a service to them
- to provide a service to them in order to be employed or engaged or a contract with a 60-90 day period
- to provide a service to them as a contractor or employee
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Some may provide the information in the following:

- to provide a 60-90 day period to receive and improve the program and services to them in order to be employed or engaged or a contract with a 60-90 day period
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ALMA QUA Limited Members

Type of information collected:

- contact information (address, telephone number, email etc.)
- date of birth
- recorded category of membership and period of registration
- medical condition, signature, date of birth, etc. (where applicable)

Primary purpose for which information is collected:

- to determine eligibility for membership
- to meet the requirements of the rules regarding members
- to ensure compliance with the relevant laws and codes
- to provide information necessary for preparing the responses and minutes of meetings and the Annual Report

Secondary purposes for which the information is collected:

- to facilitate ongoing marketing for members activities
- to provide information about the organization
- to provide relevant information to other members
- to support the general purpose of the organization

Online Users

As the user of this Policy Privacy preferences and the information collected is for a limited number of months of storage of ALMA QUA Limited website.

Special Information Collected

- name of child (last name, address information, mailing area, telephone number, facility email)

- individual user's collection of cookies and other tracking equipment;
- expiration date or refresh interval (if applicable) for cookies/pushover/popup alerts;
- name of site or domain (e.g., www) to which user is directed;
- source address, domain type, or other identifying info;
- period of license or license renewal;

Web Site Purpose for which we Intend to Use Information:

- to provide you with personalized content, including building pushover, pushover, and popup alerts;
- to analyze your usage to design and make improvements to the website;

These cookies are used to track your usage of our website. The cookies that we use are collected with the help of our third party service.

Additional Information:

The website may be linked to other websites. Cookies from other websites (such as Google AdSense) may also be used on our website. We also use cookies to track your usage of our website. If you do not want to use cookies, you can delete them from your browser. We also use cookies to track your usage of our website. If you do not want to use cookies, you can delete them from your browser.

How We Collect Information

When you log on to our website, we collect your personal and sensitive information directly from you (for your user name, email address, etc.). We collect information through cookies, server logs, analytics, statistics and inquiries. Information regarding your usage of our website is collected when you use our website. We are requesting that you consent to our collection of this information. We are requesting that you consent to our collection of this information. We are requesting that you consent to our collection of this information.

When you use our website, we may also obtain personal information about you from a third party. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website.

If we receive information from third parties and you have shared that information with us, we will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website. We will use this information to improve our website.

Health Information

As part of providing and administering services, ALASKA QID Limited may collect health information. For example, ALASKA QID Limited collects health information (such as medical history) from some clients participating in ALASKA QID Limited programs. When relevant health information from you, ALASKA QID Limited will submit your information to our selection and/or payment of the information will be used and disclosed.

If health information from a third party (such as your doctor) ALASKA QID Limited will notify you that the information has been collected and will report how the information will be used and disclosed.

ALASKA QID Limited will use health information received to ensure provision of your insurance plan in accordance with the terms of the contract and in the Province of British Columbia with applicable law. ALASKA QID Limited uses your health information for medical purposes that have been identified in the contract.

Use and disclosure of Personal Information:

We may use personal information for the purposes for which it was given to us for the purposes which are related to our usual functions as outlined below.

We may store your personal information with our service providers (including, but not limited to Finance and Administrative Services) in order to ensure that we can best serve you and to perform financial and related to managing your investments with us, and government regulatory requirements (including Form 990).

For the purposes of this document, responsibility is shared between ALASKA QID Limited and its service providers, and may include your personal information to other external organizations including:

- Investment service managers, who will collect and disclose information to the relevant investment manager or sub-manager for ALASKA QID Limited, 20100;
- Contractors providing a range of services including, but not limited to, and financial, national, company, third party contractor or employee will be required to ensure compliance with applicable laws (including, but not limited to, the privacy and information access act) to ensure personal information is used to provide the services or the relevant information as required by ALASKA QID Limited;
- Contractors providing services to ALASKA QID Limited, however, not all of the services provided by you or your organization may be subject to the same level of protection as the personal information and services we use to provide the services or the relevant information as required by ALASKA QID Limited;
- Parties in third party services or data who exist or are to be provided to you;

- Other sensitive areas, such as:
 - Stakeholder Dashboard
- Referrals and 1st or 2nd tier referrals to ALBA QIP member companies and their subsidiaries and candidates for ALBA QIP Limited employment and their respective divisions
- Our projects and relations, including our relationships, activities and services

Except as set out below, ALBA QIP Limited will not disclose any personally identifiable information to a third party unless one of the following applies:

- the individual has consented
- the individual has reasonably expected disclosure of such information to be made for a purpose related to the purpose for which it was collected or in the course of a routine information already related to the purpose for which it was collected;
- it is otherwise required or authorized by law
- it will prevent or lessen a serious financial or substantial physical or safety or security risk to the society
- it is reasonably necessary for the protection of the individual or the safety, financial interests, or intellectual property of a person or the health, safety or financial interests
- it is reasonably necessary to assist in carrying out a legal obligation
- it is reasonably necessary to establish, exercise or defend a legal claim
- it is reasonably necessary for a credit or debt repayment process
- it is necessary to provide a health service
- it is necessary for risk management, including monitoring of a health service relevant to public health or public safety
- it is necessary for research or the completion or emergence of activities relevant to public health or public safety
- it is reasonably necessary for the collection and recording of performance information

We do not send personal information out of Australia. If you are concerned a data breach may occur, we will not be providing an internet page, website, information, email or personal data, unless it is necessary either by law or by agreement that the security of information has been compromised or because it is necessary that we direct the collection, management, use or disclosure of your personal information to a relevant government authority.

წვდომის შეზღუდვა და სერვის ინფორმაცია

გაუზიარებელი ინფორმაცია: საბაზო დონის ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

ინფორმაცია

ინფორმაცია, რომელიც შეიძლება არ იქნას შეზღუდული:

- დასახელება, რომელიც გამოიყენება თქვენს პროფილში;
- თქვენი პირადი ინფორმაცია და ფიზიკური მისამართი;
- თქვენთვის საინტერესო ინფორმაცია, რომელიც შეიძლება იქნას;
- თქვენს ინტელექტუალურ და სხვა სახის ინფორმაციის შესახებ ინფორმაცია, რომელიც შეიძლება იქნას.

გაუზიარებელი ინფორმაცია: ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

ინფორმაცია, რომელიც შეიძლება არ იქნას შეზღუდული:

- თქვენი სახელი და გვარი;
- თქვენი სახელის და გვარის დასახელება, თუ არის ეს საჭირო;
- თქვენი სახელის და გვარის დასახელება, თუ არის ეს საჭირო;
- თქვენი სახელის და გვარის დასახელება, თუ არის ეს საჭირო.

თქვენს ინფორმაციას და ინფორმაციას, რომელიც საჭიროა პროდუქტის გამოყენებისთვის. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

როდესაც ინფორმაციის მოთხოვნა აღარ არის საჭირო, ის შეიძლება იქნას წაშლილი ან შეიძლება იქნას შეზღუდული. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

ინფორმაციის დაცვა

ინფორმაციის დაცვა: ინფორმაციის დაცვა, რომელიც საჭიროა პროდუქტის გამოყენებისთვის. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

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ინფორმაციის დაცვის პოლიტიკა

ინფორმაციის დაცვის პოლიტიკა: ინფორმაციის დაცვა, რომელიც საჭიროა პროდუქტის გამოყენებისთვის. ინფორმაცია, რომელიც საჭიროა პროდუქტის გამოყენებისთვის.

General requests for access and/or correction can be made in the Privacy Officer letters of which one can be found. The priority requests you will be required to put your request in writing for a specific period of your privacy. This is necessary for a more effective process to be used as it is provided only to the correct individuals at the appropriate time; it prevents any of the case of the team. Cases processed for a maximum of three months from the date of receipt. Further details available in the procedure "Access Requests when a member of staff has your personal data in Service Members".

In the first instance, AGS (Q) Limited will generally create a summary of the information held about the subject of the request and provide that to demonstrate that the request relates to current records. These current records will include personal information which is required by AGS (Q) Limited to deliver an appropriate and relevant service to its clients.

We will create a record of the request, the information on any copies of personal information we hold about you. If personal information (for example, your name and address details) is distributed to our client's database, AGS (Q) Limited will generally create the information of the information we hold on multiple records.

We will use all reasonable steps to provide access to the information requested within 14 days of your request. In situations where the request is considered to require access to a large volume of information, we will take all reasonable steps to provide access to the information requested within 30 days.

AGS (Q) Limited may charge you reasonable fees to reimburse us for the costs we incur during to your request to costs of information such as the processing and delivery of an information stored electronically. You may contact the Privacy Officer.

If you would like to check that personal information we're using is not held about you, we'll do a search of our information on data. AGS (Q) Limited will take reasonable steps to do so without charge.

When will we refuse a request?

- the request does not relate to the personal information of the person making the request, or is not about the individual named in the request
- providing access would pose a serious threat to the life, health or safety of another person or public health or public safety;
- providing access would be an unreasonable intrusion upon the privacy of another;
- the request is for financial or commercial purposes;
- the request is for information that is exempt from disclosure.

- providing access would prejudice negotiations with the individual making the request.
- access would be unlawful;
- disclosure would be either unlawful or not in the public interest;
- access would prejudice the maintenance of national security;
- access would prejudice the operation of a statutory or regulatory body, or a public body or institution, or a public authority, or a public office or MAKACQ Limited;
- access would be against the public interest in the disclosure of information; or
- any other reason that is specified in the Access to Information Act.

If we deny access to information we will set out reasons for denying access. Where there is a dispute about your right of access to information or the reasons given, this will be dealt with in accordance with the complaint procedures set out below.

Complaints Procedure

If you have problems with access to a disclosure of information, or we have refused to disclose your personal and sensitive information, you have a right to make a complaint and have it investigated and dealt with under the complaint procedure.

If you have a complaint about MAKACQ Limited's privacy practices or our handling of your personal and sensitive information, please contact our Privacy Officer (see contact information on back cover).

All complaints will be kept confidential

A complaint is kept confidential to any extent that you may have requested. MAKACQ Limited may, however, need to disclose your personal and sensitive information if it would in any way be in the public interest to do so. For example, if you have provided information to us that is likely to be used to identify you personally and we believe that you are at risk of harm.

The goal of this policy is to ensure an effective resolution of your complaint within a reasonable time and at a cost that does not seem excessive.

However, in some cases, completion of the complaint procedure may be necessary.

Once the complaint has been made, we will try to resolve the matter to the satisfaction of both sides.

- If you or the other party does not offer a satisfactory resolution, further information may be required. You should be prepared to provide us with as much information as is possible, including details

of any relevant discs and documentation. This will enable us to investigate the complaint and determine an appropriate solution. All details provided will be kept confidential.

- **Discuss options:** We will discuss options for resolution with you and if you have suggestions about how the matter might be resolved you should raise these with our Privacy Officer.
- **Investigation:** Where necessary, the complaint will be investigated. We will try to do so within a reasonable time frame. It may be necessary to contact others in order to proceed with the investigation. This may be necessary in order to progress your complaint.
- **Conduct of our employees:** If your complaint involves the conduct of our employees we will raise the matter with the employee concerned and seek their comment and input in the resolution of the complaint.
- **The complaint is substantiated:** If your complaint is found to be substantiated, you will be informed of this finding. We will then take appropriate agreed steps to resolve the complaint, address your concerns and prevent the problem from recurring.
- **If the complaint is not substantiated, or cannot be resolved to your satisfaction, but this Privacy Policy has been followed,** ALARA QLD Limited may decide to refer the issue to an appropriate intermediary. For example, this may mean an appropriately qualified lawyer or an agreed third party, to act as a mediator.
- We will keep a record of your complaint and the outcome.
- We are unable to deal with anonymous complaints in relation to privacy matters. This is because we are unable to investigate and follow-up such complaints. However, in the event that an anonymous complaint is received we will note the issues raised and, where appropriate, try and investigate and resolve them appropriately.
- If you are still not satisfied with the outcome you are free to take your complaint to the Office of the Australian Information Commissioner at www.oaic.gov.au/privacy/making-a-privacy-complaint

By phone: 1300969992

By fax: on +61 2 9284 9886

In writing, by addressing your letter to the Australian Information Commissioner at the:

Office of the Australian Information Commissioner
GPO Box 5718
Sydney NSW 2001

Or

Office of the Australian Information Commissioner
GPO Box 2999
Canberra ACT 2601

Depending on the nature of funding used to access ALARA programs you may also wish to take your complaint to:

Aged Care Complaints Commissioner

The Aged Care Complaints Commissioner receives complaints about aged care services under the Act. Complaints can be made:

Online: <https://www.agedcarecomplaints.gov.au/raising-a-complaint/raise-a-complaint/online-complaints-form/>

By phone: on 1800 550 552.

Or if you need an interpreter you can phone the Translating and Interpretation Service on 131 450 and ask them to put you through to the Aged Care Complaints Commissioner on 1800 550 552.

For hearing or speech impaired TTY users phone 1800 555 577 then ask for 1800 550 552.

For Speak and Listen users phone 1800 555 737 then ask for 1800 550 552.

For internet relay users connect to <https://internet-relay.nrscall.gov.au/>.

Department of Communities, Child Safety and Disability Services Complaints Unit

Write to: GPO Box 906, Brisbane Qld 4001

Freecall: 1800 080 464

Email: feedback@communities.qld.gov.au

National Disability Insurance Scheme

Phone: 1800 800 110 TTY: 1800555677

Online: <https://www.ndis.gov.au/>

Australian National Disability Abuse and Neglect Hotline Freecall: 1800880053

TTY: 1800301130

Changes to this Privacy Policy

ALARA QLD Limited reserves the right to review, amend and/or update this policy from time to time.

We aim to comply with the APPs and other privacy requirements required to be observed under State or Commonwealth Government contracts.

How to contact us

Individuals can obtain further information in relation to this privacy policy, or provide any comments, by contacting us:

Telephone

Privacy Officer: (07) 38170600

Assisted Contact

National Relay Service

A phone solution for people who are deaf or hearing impaired.

TTY: 133 677 (24hr relay service)

Speak and Listen: 1300 555727

Interpreters

ALARA QLD Limited will arrange interpreter services on request.

Post

Privacy Officer, ALARA QLD Limited, P.O. Box 65 Ipswich 4305.

Email

privacy@alaraqld.org.au

Note: These calls can be made for a local call cost from fixed residential landlines anywhere in Australia, but calls from mobile and pay phones may incur higher charges. Check with the service provider for costings from mobile and pay phones.

Part B – How PLAIDS handles Contact Info

Contact Info

Purpose

The general and specific purposes for which we collect contact information about individuals who may have an interest in disability services. We use these systems to be able to respond to incoming mail (including incoming, outgoing and subscription lists), remember names, respond to website surveys (eg. for quality audits or to date if it is outdated), and to provide other information and services that may be of

Collection

Information about individuals is collected via information provided by them themselves, for example, when they have contacted us due to a concern etc.

Sometimes we collect personal information from a third party or from a publicly available source such as a website or a business directory. We usually only collect personal information in this way if the individual would reasonably expect to have this information available. For example, we might collect this information to advertise that the website of our organization does work that would likely be useful if an individual has a concern or we are trying to connect with them in order to discuss information about disability care itself. In the ways they collect we do not collect the individual's data we require.

Use and disclosure

We only use personal information to enhance the health care services of our organization and related.

We do not give personal information about an individual to other organizations or anyone else without consent unless the individual could reasonably expect us to do so. Our information does not third party processed, transferred, or disclosed, or the disclosure is otherwise required or permitted by law.

Ubiquity

We maintain and update personal information we actually collect on we are advised by individuals that their personal information has changed. We also regularly conduct audits to check the accuracy of the contact information. We will remove our contact information of individuals who indicate that they no longer wish to be contacted.

Data security

The personal information in the database is stored in a secure, protected electronic media or in secured facilities in paper form. When an learner requests, personal information is promptly deleted or destroyed in accordance with the learner's signed Privacy Policy.

Parents receive their kids' records from the database operators, who have responsibility for maintaining the confidentiality of their children's files, access to the actual information in records is subject to their privacy records.

Access and reporting

For information about how to access or correct records, information on our records, the user manual and the user interface, visit our web.

Our High Standards

Access to User Quality System

- Standard 1 - Accountability, Fairness and
- Standard 2 - Access, Security and Rights
- Standard 3 - Transparency

Access to Records

Standard 1 - Electronic Management

References:

- State of Georgia, Department of Education (2014)
- Florida Department of Education (2017)
- Information Privacy Act (2008) (71)
- Information Privacy Act (2008) - Delegating of Automated Service Providers - Information System - 2008 Act 2008
- Privacy Commission Act (Electronic Records - Information Act, 2011)
- Privacy Commission Act (Electronic Data Base Act) Act 2012
- Open Access Act (2012)
- Report: Access to the Non-Government Service Provider

July 2018 amounts:

Account: 00000000000000000000000000000000

To: By: To: Office of By:

July: 00000000000000000000000000000000

July: 00000000000000000000000000000000

July: 00000000000000000000000000000000

Procedure: 00000000000000000000000000000000

Procedure: 00000000000000000000000000000000

Header: 00000000000000000000000000000000

Item: 00000000000000000000000000000000

Item: 00000000000000000000000000000000

Item: 00000000000000000000000000000000

Item: 00000000000000000000000000000000

Item: 00000000000000000000000000000000

Attachments:

Statement of Budgeted Items Compliance (may be completed by all IT and CO units):



 Scott H. Huggins
 2018-2019 Budget



 Tom

Policy - Privacy - Attachment
(for Staff and Volunteers)

Statement of Understanding and Compliance

This Statement of Understanding and Assessment may be periodically reviewed by the Board in the event of a change in or expansion of the scope of the Policy.

I have read and understand all of the CLASSROOM Limited Privacy Policy

and understand that I am responsible for the protection of the data.

Employee/Contractor Name: _____

Employee/Contractor Signature: _____

Date: _____

Address: _____

Telephone: _____

Job: _____