

## Junaya Family Development Services – Online Privacy Statement

Junaya Family Development Services is committed to ensuring that the information clients provide to them remains secure and that they are aware of what information is held and your rights. Commonwealth and NSW State Government define privacy requirements in the following Acts:

- Privacy Act 1988 (Commonwealth) (APPs) 13 Principles *updated in March 2014*
- Privacy & Person Information Protection Act 1998 (PPIPA) 12 Information Privacy Principles (IPPs) *updated 11 September 2014*
- Health Records and Information Privacy Act 2002 (HRIPA) 15 Health Privacy Principles (HPPs) *updated 24 November 2014*

You provide personal and health information when you and your family:

- Use one of our services
- Apply for a job with us
- Provide information to us by answering a questionnaire

Clients are generally asked to provide us with name and contact details as well as other information. Information which can identify you is known as personal information. Besides personal information, some specific information about you, which may include your cultural background, religious belief or affiliation, criminal record or health information is known as sensitive information.

We will not collect sensitive information about you without your specific consent, as is required by law. Secure storage of this confidential information will take place so that your privacy needs are observed.

Unless prevented by legislation, you can check the information we hold about you by contacting organisation which will then help arrange access within at least five (5) working days. That information will generally be made available by allowing you the opportunity to read the details we hold at the service site with staff present if appropriate.

If you find any inaccuracies in the information please let our relevant Manager know.

### **How we use information**

Junaya Family Development Services uses the information you give us for:

- assessing what services you require and whether we can provide those services
- evaluating ongoing services provided to you
- assessing your application to become an employee
- approved research and analysis
- funding applications and statistical reporting to comply with service agreements.

Your personal information is not disclosed to third parties without your written consent or unless required by law.

We may use the information for internal reviews and analysis and may also use it to produce certain consolidated statistics about our services. However, we will not disclose your individual information, nor sell, trade or rent that information for any purpose.

If we need to disclose any information to conform with any laws or legal process we will inform you what information has been disclosed and to whom (unless informing you is precluded by legislation), so that you can take any necessary action.

### **Consent**

By giving your personal information and sensitive information you are consenting to our use of this information in accordance with the principles outlined in the Junaya Family Development Services Privacy Policy (to be reviewed). If at any time we change the Privacy Policy, we will post those changes on our website so that you are kept fully informed.

### **Further Information**

If you have any queries regarding our Privacy Policy, please contact us by email at [info@junaya.org.au](mailto:info@junaya.org.au) or phone: 9621 3922 | fax: 02-9831 7966 or by mail: to PO Box 8481 Blacktown NSW 2148.

– *Sept 2016*