

## **PRIVACY POLICY STATEMENT**

South Port UnitingCare acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000* and will comply with these principles whenever general personal information as defined by the Act is collected by us.

In accordance with the National Privacy Principle we apply the following to all general personal information.

1. We will only collect personal information from you with your prior knowledge and consent.
2. We will record your information accurately and update it in our records upon your advice.
3. We will not disclose your personal information to a third party without your consent.
4. We will not disclose your personal information to other institutions and authorities except if required by law or other regulation.
5. We will remove personal information from our records on request of the individual to whom the information pertains.
6. We have processes and policies to protect the personal information that we have under our control from:
  - Unauthorised access
  - Improper use
  - Alteration
  - Unlawful or accidental destruction and accidental loss
7. Should you wish to access your personal information we will arrange it upon receipt of your written request.
8. Where we collect sensitive information or information subject to other acts we have in place processes for compliance. These are available on written request.