

CYRENIAN HOUSE PRIVACY PRINCIPLES

The Privacy Act 1988 (Privacy Act) regulates how personal information is handled.

Cyrenian House is committed to ensuring the Privacy Principles contained in the Privacy Act 1988 are adhered to at all times.

At all times we try to only collect the information we need for the particular function or activity we are carrying out.

THE CYRENIAN HOUSE PRIVACY PRINCIPLES ARE AS FOLLOWS:

- Cyrenian House respects your right to use this service anonymously.
- Cyrenian House will request only such information as is necessary to assist us in providing services requested by consumers and statutory agencies.
- We will seek your permission in advance for any release or disclosure of information to any other party except where our duties of care or legal obligations override this provision.
- We will take all reasonable steps to secure and protect your information from loss, misuse and unauthorised access. Cyrenian House stores any physical (electronic and hard copy) records in a secure manner to be accessed by authorised persons only.
- Cyrenian House shall endeavour, as far as possible, to ensure that any information kept is accurate. If it is brought to the attention of Cyrenian House that any information is not accurate we will ensure that the information is updated accordingly.
- Cyrenian House has clearly articulated policies and procedures in relation to consumer record management.
- Cyrenian House has clearly articulated policies in relation to confidentiality and ensures that Cyrenian House staff, volunteers and students are given policy guidelines appropriate to their role and tasks at the beginning of their employment or placement.
- Cyrenian House ensures that all staff and consumers are given details upon request of the type, collection, storage and disclosure of information by the agency.
- Should an individual request access to their private and personal information and Cyrenian House is unable to meet this request, the agency will provide valid reasons for denial of access.
- Cyrenian House is a contributor of non-identifiable data for the National Minimum Data Set for the Alcohol and Other Drug Treatment Services.