

Privacy Rules

Management Domain	Governance
Policy Number	E-04e
Version	1
Approval Date	July 2023
Review Date:	July 2026
This is for	All Board members, employees, contractors, volunteers
NDIS Practice Standard	Core module 1- Participant rights Core module 2- Governance and operational management



We want you to know that your **privacy** is important to us. Privacy is about your right to have your personal information protected.



These rules tell you how we collect, use, and protect your personal information.



Personal information means details about you, like your name, address, email, date of birth, phone number and the supports you need.

We collect information so we can help you and be good at what we do



We'll always ask for your permission before collecting any personal information.



We use you information to share news and invitations to Homeplace events



We promise not to share your personal information without your consent.



Giving consent means saying YES or NO



We have ways to keep your information safe like

- Keeping them locked in our office
- Information on our computers are protected by passwords or codes



We will not tell people about your personal information unless we have to and the law says they can know

- Like in an emergency to keep you safe



You can

- Ask questions about the information we have saved
- See your personal information

Please talk to your Senior Coordinator

Julie Bowman

Chief Executive

28/6/2023

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Signed

Position

Date

Version control and change history

Version	Date	Change	Approved by
1	May 2023	Creation	
2	June 2023	Incorporated feedback from participants	