

Privacy

What is privacy?

Privacy is about your right to have your personal information protected.

Personal information includes your name, your date of birth, where you live and your health information.

This information sheet helps participants understand their right to privacy.



Privacy involves the personal information we have about you and what we do with that information.

This privacy document will cover:

- What we know about you
- How we use what we know
- How we will keep what we know safe
- What happens if your information is accessed, and you don't want it to be
- How to make a complaint



What we know about you:



We collect personal information from you about:

- Your name
- Your date of birth
- Your phone number
- Your address
- Your health needs

How we use personal information

- We use your personal information to make sure we provide the right services and supports to you.
- We also use personal information to contact you with details about our activities.
- We might need to tell other people about you because they give you the supports you need.

- What supports you need



We will ask whether you **consent** to your information being used. Giving consent means saying **yes**.

What does keeping your information private mean?



Privacy means that we will:

- Only collect information we need to.
- We will not tell people about your personal information unless we have to.
- We will make sure your information is kept safe and is not lost or given to anyone unless we have to.

You can ask about your personal information at any time. You can look at your personal information and make changes if anything is wrong.



How we keep your personal information safe:

- We keep personal records locked in our office
- We keep information on our computers protected with passwords
- We will only tell people your information if the law says they can know
- We will destroy your personal information when we no longer need it

What will we do if your personal information is accessed without your consent?

If anything happens to your personal information, we will let you know. We will make sure that your information is safe and we will protect you if your information is accessed.



If you have further questions about your privacy at Molonglo Support Services you should ask for the Coordinator or Manager of the service you're working with or the Executive Officer.

How to make a complaint

- If you are unhappy with how your privacy has been handled, you can make a complaint.
- You can make a complaint by speaking to a person that you trust or writing a letter to our Executive Officer at feedback@molonglo.net.au
- You can write a complaint and send it to PO Box 1230 Queanbeyan NSW 2620
- You can ring us on (02) 6297 5827 to make a complaint
- If you don't want anyone to know who made the complaint, you can make a secret



complaint by leaving a message on the
contact page at molonglo.net.au

Based on relevant legislation including the *Privacy Act 1988*
and the *Australian Privacy Principles*.