

# Down Syndrome Society of South Australia Inc

## PRIVACY & CONFIDENTIALITY POLICY

### PRINCIPLES

DSSSA is committed to the privacy of personal information about individuals by responding to the National Privacy Principles in the *Privacy (Private Sector) Amendment Act 2000*, dealing with the collection, use, disclosure and data security of personal information.

### COLLECTION OF INFORMATION

1. DSSSA will only collect, in a fair, non-intrusive and lawful way, personal information that is necessary for what we do. Undue pressure or coercion will not be placed on individuals when information is collected.
2. Personal information is defined as information (in any format, from any source), which identifies or could identify the individual. This may include:  
sensitive information about health or sexual matters, which may be relevant to the Society's support of members and clients.
3. Wherever possible and practicable, personal information will be collected directly from the individual, rather than a third party. Whether the information is being collected from the individual or from a third party, every effort will be made to ensure that the person is informed about why the information is being collected and how it will be used.

### USE AND DISCLOSURE OF PERSONAL INFORMATION

DSSSA will use or disclose personal information only for the purpose for which it was collected, or is related to the primary purpose. The exception is where personal information is required to be disclosed by law (eg mandatory reporting, communicable disease reporting).

Information is collected primarily for the following purposes:

- ◆ Assessment and support of members and consumers;
- ◆ Recruitment of employees, volunteers and students;
- ◆ Marketing, Fundraising and membership correspondence; and
- ◆ Assessment of suppliers.

### DATA QUALITY

DSSSA will take reasonable steps to confirm the accuracy, completeness and currency of the personal information collected, used or disclosed. Wherever possible and reasonable, steps will be taken to correct inaccurate or incomplete personal information.

### DATA SECURITY

DSSSA will take reasonable steps to protect the personal information it holds from misuse and loss, and from unauthorized access, modification or inappropriate disclosure. Personal

information will be destroyed or permanently de-identified in a secure manner when no longer needed.

## **OPENNESS**

DSSSA will make its Privacy Policy accessible on the Society's website at [downssa@chariot.net.au](mailto:downssa@chariot.net.au) and also in document form, upon request. All members and consumers will be informed about how the Privacy Policy can be accessed.

## **ACCESS**

In accordance with the *Freedom of Information Act* 1991, individuals have the right to access personal information DSSSA holds about them within a reasonable timeframe. Reasonable steps will be taken to correct personal information if it is found to be inaccurate, incomplete, misleading or not up-to-date. Personal information will only be withheld in exceptional circumstances for legal reasons.

## **IDENTIFIERS**

DSSSA will not adopt a government identity number (e.g. Medicare number) for use in a way, which is inconsistent with its primary purpose.

## **ANONYMITY**

Wherever it is lawful, practicable, and does not compromise the provision of services, DSSSA will give its members and consumers the option of not identifying themselves when personal information is collected.

## **TRANSFER OF PERSONAL INFORMATION TO THIRD PARTIES**

Members and consumers consent for release of information needs to be obtained before information is disclosed.

Reasonable steps will be taken to maintain the security and protect the privacy of personal information that is transferred to a third party.

## **SENSITIVE INFORMATION**

DSSSA will collect sensitive information about an individual, only with the individual's consent, or if required by law, or in other special circumstances.

## **COMPLAINTS POLICY FOR BREACHES OF THE PRIVACY ACT**

Individuals who have a complaint about the way in which their personal information is handled are encouraged to contact the Executive Director on Ph 0883691122. If they are not satisfied with the way their complaint was handled, staff at the offices of the Federal Privacy Commissioner can be contacted on 1300 363 992 for further assistance.