

AUSTRALIAN PRIVACY PRINCIPLES

caring for country people



UnitingCare Wesley Country SA may need to collect personal information from and about you, to provide you with a service.

Personal information helps identify you and includes your name, date of birth, gender, address and documentation related to the service you are being provided with.

Personal information is protected under Australian Law and we follow the **13 Australian Privacy Principles**. All workers are bound by our Confidentiality Policies.

Complaints:

You have the right to complain to UCWCSA if you think we are in breach of the Privacy Act; or to the Australian Information Commissioner.

Overleaf is a summary version of the 13 Australian Privacy Principles.

For further information about the Privacy Act www.oaic.gov.au or our Privacy Policy www.ucwcsa.org.au/

AUSTRALIAN PRIVACY PRINCIPLES

caring for country people



APP 1: Open and Transparent Management of Personal Information.

You will be told what is collected, why, and who has access to your information.

APP 2: Anonymity and Pseudonymity.

Where practicable, we will respect your right to being anonymous or using a pseudonym.

APP 3: Collection of Solicited Personal Information.

We will only collect personal information that is reasonably necessary to provide you with a service.

APP 4: Dealing with Unsolicited Personal Information.

We will not keep personal information received about you, unless you give permission.

APP 5: Notification of the Collection of Personal Information.

When we collect personal information about you, you will be notified.

APP 6: Use of Disclosure of Personal Information.

We will only use your personal information for the purpose it was collected for.

We will only disclose it if you give your permission, or we are legally required to.

APP 7: Direct marketing.

We will not give your personal information to someone else for direct marketing.

APP 8: Cross-border Disclosure.

We will not provide your information overseas unless legally required to.

APP 9: Adoption, Use or Disclosure of Government Related Identifiers.

We will not use your Government related identifier (e.g. your tax file number) as our identifier for you, nor will we disclose it.

APP 10: Quality of Personal Information.

We will take reasonable steps to make sure the personal information we collect about you is accurate, up to date and complete.

APP 11: Security of Personal Information.

We take care to protect your personal information whether electronic or on paper.

APP 12: Access to Personal Information.

You can request to see all personal information we have about you.

APP 13: Correction of Personal Information:

We will correct the personal information we hold about you if it is inaccurate, out of date, incomplete or misleading.