

UnitingCare Children, Institute of Family Practice Privacy Statement

In Australia current Commonwealth privacy laws came into force on 21 December 2001. UnitingCare Institute of Family Practice (IFP) is committed to ensuring that the information you provide to us remains secure and that you are aware of what information is held and your rights. The NSW State Government also has privacy requirements defined in the following Acts:

- Privacy and Personal Information Protection Act 1998 (PPIPA)
- Health Records and Information Privacy Act 2002 (HRIPA)
- Children and Young Persons (Care and Protection) Act 1998
- Community Welfare Act 1987

You provide information when you become a

- Student
- Volunteer
- Contractor
- Donor
- Job applicant
- Person who provides information by answering a questionnaire

You are generally asked to provide us with your name and contact details as well as other information. Information which can identify you is known as *personal information*. Besides personal information, some specific information about you which may include your cultural background, religious belief or affiliation, criminal record or health information is known as *sensitive information*.

We will not collect sensitive information about you without your express consent unless required by law. Obviously in some service areas the collection of sensitive information will take place so that your needs are properly understood and responded to and to assist IFP to evaluate the effectiveness of our training programs.

Unless prevented by legislation, you can check the information we hold about you by contacting the Operations Coordinator of IFP in the first instance who will then help arrange access within at least five (5) working days. That information will generally be made available by allowing you the opportunity to read the details we hold in IFP with a staff member present. We will ask for photo identification before this can occur.

If you find any inaccuracies in the information please let the Operations Coordinator know in writing so that your information can be corrected.

How we use information

UnitingCare Institute of Family Practice uses the information you give us for:

- Recording your status as a student and issue you with information regarding this, making appropriate training arrangements, reasonable adjustment of assessment tasks if necessary, issuing statements of attainment and testamurs etc
- evaluating ongoing services provided to you
- assessing your application to become a volunteer or contractor or employee
- approved research and analysis
- funding applications and statistical reporting to comply with service agreements, requirements of IFP's registering body in NSW, VETAB as well as Department Education Employment and Workplace Relations (DEEWR).

Your personal information is not disclosed to third parties without your written consent or unless required by law.

We may use the information for internal reviews and analysis and may also use it to produce certain consolidated statistics about our services. However, we will not disclose your individual information, nor sell, trade or rent that information for any purpose.

If we need to disclose any information to conform with any laws or legal process we will inform you what information has been disclosed and to whom (unless informing you is precluded by legislation), so that you can take any necessary action.

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Consent

By giving your personal information and sensitive information you are consenting to our use of this information in accordance with the principles outlined in the UnitingCare Institute of Family Practice Privacy Policy (to be reviewed). If at any time we change the Privacy Policy, we will post those changes on our website so that you are kept fully informed. You may also request a copy of our Privacy Policy from the Operations Coordinator.

Privacy Officer

If you wish to request access to or correct your personal information or if you have any queries regarding our Privacy Policy, please contact the Privacy Officer on 02- 9768 6805 or Fax 02-9630 0664 or by writing to: email privacy@unifam.org or The Privacy Officer, UnitingCare Institute of Family Practice, PO Box 6866, Parramatta, NSW, 2150.

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