

Anam Cara House Colac Privacy Statement

Anam Cara House Colac is bound by the Australian Privacy Principles outlined in the Privacy Act 1988 (Cwth) and the requirements of the Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cwth). We are committed to complying with all privacy laws in the way we collect, use, disclose and store your personal information.

Collection of Personal Information

Anam Cara House Colac collects your private information to provide our service to you. We require this information:

- For use by our care staff
- To liaise with other health professionals
- In an emergency where you cannot consent
- For management purposes including health and safety and quality assurance
- To maintain records required by law and our policies

Anam Cara House Colac will usually collect personal information directly from you. In some situations may be required to collect it from someone else such as a relative or other service provider. We will only do this with your consent, or in an emergency where you are unable to consent.

Use and Disclosure of Personal Information

We will not use or disclose your information for any purpose other than to provide our service to you unless:

- You have consented
- The purpose of use or disclosure is directly related to providing you with our service
- We have told you that we are disclosing your information to outside parties
- We are permitted or required by law to do so

Managing Privacy and Data Breaches

If a privacy or data breach occurs that has the potential to result in:

- Unauthorised access to or disclosure of personal information; or
- Information being lost in circumstances where unauthorised access to or disclosure of personal information is likely to occur, and this is reasonably likely to result in serious harm to an individual.

We will notify you and report the breach to OAIC as required by law

Accessing and Correcting Personal Information

Anam Cara House Colac will ensure that all information is accurate and up to date, and protected from alteration, misuse, unauthorised access or loss. When no longer required it will be archived or destroyed in line with legal requirements. You have the right to access personal information on your record. You can request an amendment to your record if you believe information is inaccurate.

