

CYRENIAN HOUSE PRIVACY PRINCIPLES

Cyrenian House is committed to ensuring our services and workers adhere to the Privacy Principles (contained in the Privacy Act 1988 Cth.) at all times.

THE CYRENIAN HOUSE PRIVACY PRINCIPLES ARE AS FOLLOWS

- We ensure we only collect the information we need for the particular function or activity we are carrying out.
- Cyrenian House respects your right to use this service anonymously.
- Cyrenian House will request only such information as is necessary to assist us in providing services requested by consumers and statutory agencies.
- Cyrenian House has clearly articulated policies and procedures in relation to confidentiality, privacy and record management.
- We will seek your permission in advance for any release or disclosure of your information to any other party except where our duties of care or legal obligations override this provision.
- We will take all reasonable steps to secure and protect your information from loss, misuse and unauthorised access. Cyrenian House stores any records (electronic or physical) in a secure manner to be accessed by authorised persons only.
- Cyrenian House shall endeavour, as far as possible, to ensure that any information about you is kept accurate. If it is brought to the attention of Cyrenian House that any information is not accurate we will ensure that the information is updated accordingly.
- The Privacy Principles are clearly displayed at all Cyrenian House locations for viewing by all workers, consumers, and is available online.
- Cyrenian House ensures that all workers and consumers are given details upon request of the type, collection, storage, and disclosure of information by the service.
- Should an individual request access to their private and personal information and Cyrenian House is unable to meet this request, we will provide valid reasons for denial of access.
- Cyrenian House uses deidentified information for the purposes of reporting and research outcomes for our programs.