

TBCC Communities for Children Privacy Information

Note to organisation: Based on relevant legislation including the *Privacy Act 1988*, *SA Government Information Sharing Guidelines* and the *Australian Privacy Principles*.

This information sheet helps participants understand their right to privacy.



What is privacy?

Privacy is about your right to have your personal information protected.

Personal information includes your name, your date of birth, where you live and your health information.

Privacy involves the personal information we have about you and what we do with that information.

This privacy document will cover:



- What we know about you
- How we use what we know
- How we will keep what we know safe
- What happens if your information is accessed, and you don't want it to be
- How to make a complaint

What we know about you:



We collect personal information from you about:

- Your name
- Your date of birth
- Your phone number
- Your address
- Your health records
- What supports you need
- Your child/dren names, date of birth
- Emergency Contact details

How we use personal information

- We use your personal information to make sure we provide the right services and supports to you.
- We also use personal information to contact you with details about our activities.
- We might need to tell other people about you because they give you the supports you need.



We will ask whether you **consent** to your information being used. Giving consent means saying **yes**.



What does keeping your information private mean?

Privacy means that we will:

- Only collect information we need to.
- We will not tell people about your personal information unless we have to.
- We will make sure your information is kept safe and is not lost or given to anyone unless we have to.

You can ask about your personal information at any time. You can look at your personal information and make changes if anything is wrong.



How we keep your personal information safe:

- We keep personal records locked in our office
- We keep information on our computers protected with passwords
- We will only tell people your information if the law says they can know
- We will destroy your personal information when we no longer need it

What will we do if your personal information is accessed without your consent?

If anything happens to your personal information, we will let you know. We will make sure that your information is safe and we will protect you if your information is accessed.



If you have further questions about your privacy at Tailem Bend Community Centre you should ask CEO or Communities for Children Project Officer.

How to make a complaint



- If you are unhappy with how your privacy has been handled, you can make a complaint.
- You can make a complaint by speaking to a person that you trust.
- You can write a complaint and send it to Tammy Shepherd-CEO, Tailem Bend Community Centre, PO Box 203, Tailem Bend SA 5260. If the written complaint cannot be resolved with the assistance of the CEO, the complaint can be addressed to “The Chairperson” of the TBCC Board of Management and requested to resolve in accordance with the complaints policy. A complaint can also be written to Teresa O’Brien, Facilitating Partner at ac.care, 29 Bridge Street, Murray Bridge, SA, 5253
- You can call TBCC on (08) 8572 3513 to make a complaint.