

PRIVACY STATEMENT

INTRODUCTION

Laverton Community Integrated Services Inc. is committed to maintaining an individual's privacy at all times. The following information is given to explain what information we generally need for our records and to comply with legal and funding body requirements.

COLLECTION

- When a student, participant, volunteer, community worker or student placement is enrolled in our programs an enrolment form must be filled in and completed.
- Personal information is used to provide certain data to our funding bodies, for emergency contacts and to cover legal requirements.
- All information gathered is treated sensitively and with confidentiality.

USE AND DISCLOSURE

- The information provided by you will only be used for the purpose for which it is collected.
- Laverton Community Integrated Services Inc. will inform you and gain written consent prior to disclosing any of your information for any other purpose.
- If an individual cannot provide consent because of impairment Laverton Community Integrated Services Inc. will consult their authorised representative or, if none, a person we reasonably believe can make decisions in the individual's best interest.
- Data provided may be used for planning purposes in which case any identifying information will be removed.
- At times we are required by our funding bodies to survey our participants for quality purposes. This information is anonymous.

DATA QUALITY

- Laverton Community Integrated Services Inc. will endeavor to ensure that information is accurate, complete and up-to-date.

DATA SECURITY AND RETENTION

Laverton Community Integrated Services Inc.

- Will take all reasonable steps to protect information from loss, misuse, unauthorised access, modification and disclosure.
- will endeavor to establish and maintain accurate records
- Will develop security measures to protect the integrity, availability and confidentiality of information.