




# PRIVACY AND CONFIDENTIALITY

Approved For Issue by  
  
Executive Director

## Policy Statement

The Anglican Community Services Commission (CSC) is committed to protecting personal information about its clients, workers and stakeholders and is bound by federal and state legislation.

The requirements of the *Privacy Act 1988* ensure that personal information collected is kept confidential and is only used in the provision of services to clients of the CSC. These requirements protect the rights to privacy of all clients, workers and stakeholders.

## Guiding principles

The CSC will:

- ◆ Comply with all relevant laws regulations and standards of practice
- ◆ Only collect information necessary for business functions or activities
- ◆ Not use or disclose personal information for the reason it was collected, without prior consent or unless required by law
- ◆ Ensure that the personal information collected, used or disclosed is accurate, complete and up-to date, and stored appropriately
- ◆ Use, if required, the information for internal reviews and analysis and may also use information for statistical purposes
- ◆ Not disclose collected information or sell trade or rent that information for any purpose, and
- ◆ Ensure that a person's right to access and amend their own personal information will be adhered

**All Policy, Processes, Guidelines & Manuals are to be adhered to in accordance with CSC Policy Requirements**

### RELEVANT LEGISLATION\BY-LAWS

#### Commonwealth

Privacy Act 1988(Amendments 2001)  
National Privacy Principles  
Health Rights Commission Act 1991  
Aged Care Act 1997

#### Queensland

### [Legislative & Regulatory Compliance Web Links](#)

RELATES TO:	RELATED DOCUMENTS
✓ CORPORATE	PROCESS
✓ COMMUNITY	FORMS
✓ RESIDENTIAL	MANUALS/GUIDELINES
✓ SOCIAL SERVICES	OTHER DOCUMENTS
OTHER	