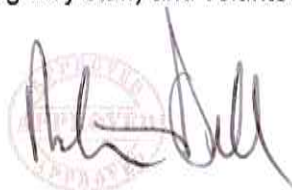


PRIVACY POLICY

1. Supporting Legislation and Documentation: *Privacy Act 1988 (Cth)*
Privacy Amendment (Enhancing Privacy Protection) Act 2012
Australian Privacy Principles
Aged Care Act 1997
Aged Care Principles
Retirement Villages Act 1999 (Qld)
Aged Care Accreditation Standards 3.6
Community Care Common Standards EO 3.2
IRCAS Standards 4.1
Queensland Disability Service Standards 4
Privacy Guideline
2. Accountability: **Board of Directors/Chief Executive Officer** has the responsibility to ensure that this policy is accurate and current and observed by all employees.
General Manager/Service Manager has the responsibility to ensure employees are aware of this policy.
Employees have the responsibility to comply with SCCQ policies. If unclear about the policy, employees must seek clarification from their immediate manager/supervisor.
3. Scope: This policy applies to all employees (including contracted agency staff) and volunteers of SCCQ.
4. Approved by (signature):

Position:



POLICY STATEMENT

We will use all reasonable efforts to protect the privacy of individuals' Personal Information and to comply with the obligations imposed by the *Privacy Act 1988 (Cth)* (**Privacy Act**), the Australian Privacy Principles (**APPs**), the *Aged Care Act* and the Aged Care Principles.

We will only collect Personal Information by lawful and fair means and will only collect Personal Information that is necessary for one or more of our organisation's functions or activities. If it is reasonable and practicable to do so, we will collect Personal Information about an individual only from that individual.

In meeting our obligations with respect to the privacy of our clients we acknowledge that some people may require special consideration.

➤ **Please refer to the Privacy Guideline for further details.**