



Privacy Statement

Policy Centre for Play Therapy is committed to a privacy statement that safeguards the privacy of client and ensures the organisation complies with its obligations under the *Privacy Act 1998*.

Definition A privacy statement is a document that declares the intentions of the organisation in relation to client information and data, how personal information is stored, how clients can access this information and the purposes for which personal information is used and disclosed.

Procedure

The organisation's privacy statement should include sections on the following areas:

- data collection
- data storage
- data use
- data disclosure
- access by an individual.

Data collection

The organisation collects your personal information to ensure we provide you with the most appropriate assistance. The information is collected in a fair, legal and transparent way.

Data storage

Information collected by the organisation while you are accessing our services will be kept in a personal file. Files are stored in a securely via our electronic client management system. Staff using this system are required to have secure passwords for both their computer and the system to ensure confidentiality is protected.

Data use

The organisation will only use the personal information collected for the purposes for which it was collected, or other purposes that are agreed to between the organisation and the client. Additional purposes may be required to comply with legislation. If this is the case, the organisation will communicate to the client that this has occurred.

Data disclosure

The organisation undertakes to disclose your data only under the following circumstances:

- where required by law
- with your consent
- where permitted by law.

Access by an individual

The organisation provides you with access to your information. The organisation undertakes to ensure access is:

- convenient
- without reasonable delay
- without cost.

Should you require access to your file please contact our organisation in writing or by phone to formally request your documentation. Please allow us 24 hours to complete this request.

Resources

Privacy Act 1998

http://www.privacy.gov.au/privacy_rights/index.html