

# PRIVACY POLICY

## **Our commitment to privacy**

South Coast Care is committed to comply with the Privacy Act 1988 (Cth) and other laws which specify how organisations may gather and use personal information.

A description of the way in which we collect, hold, use and disclose personal information is set out in our full Privacy Policy, which complies with the Australian Privacy Principles (APPs). Our full Privacy Policy is available on request. South Coast Care staff may also access the Privacy Policy from the South Coast Care intranet.

## **How we deal with personal information**

We collect personal information to allow us to provide key services and keep people informed. The types of information collected can include contact details, date of birth, medical details, bank details, driver's licence details, and employment information.

We collect information about clients, guardians, families and friends of Sunnyfield as well as other relevant parties. In most circumstances we collect this information directly from the person to whom it relates. Sometimes we collect information from public or third-party sources.

The information collected by South Coast Care is only used, held and disclosed for limited purposes and in compliance with the law, the APPs, and the terms of our Privacy Policy.

## **Contacting us about privacy issues**

For further details, to access the personal information we hold about you, or to make a breach of privacy complaint, contact the South Coast Care Privacy Officer [privacy@southcoastcare.org](mailto:privacy@southcoastcare.org)



**South Coast Care proudly incorporating Sapphire Coast Care**