# Privacy Policy

## Policy

futures in sight is committed to protecting and upholding the right to privacy of people who have contact with futures in sight.

We minimise the nature and amount of personal and private information we collect.

futures in sight takes the view that the person we support and their family/allies are the ‘keepers’ of the private and personal information and we seek to retain the least possible information about people in contact with us.

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### Scope

futures in sight Partners, Contractors, Volunteers and Advisory Panel members

### Principles

futures in sight requires Partners, Contractors, Volunteers and Advisory Panel members to be consistent and careful in the way they manage what is written and said about people and how they decide who can see or hear this information.

futures in sight will:

* meet its legal and ethical obligations in relation to protecting the privacy of people who have contact with futures in sight
* follow the *Australian Privacy Principle* and relevant legislation in its information management practices
* provide people we support with information about their rights regarding privacy
* ensure people we support have privacy when discussing matters of a personal or sensitive nature
* ensure everyone at futures in sight understands what is required in meeting these obligations.

This policy conforms with Australian legislationwhich govern the collection, use and storage of personal information.

In particular, futures in sight has adopted the respective Privacy Principles contained in the NSW Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

* Collect only information which the company requires for its primary function;
* Ensure that people who come un contact with us and people we support are informed as to why we collect the information and how we administer the information gathered;
* Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent;
* Store personal information securely, protecting it from unauthorised access; and
* Provide stakeholders with access to their own information, and the right to seek its correction.

This policy will apply to all records and photographs, whether hard copy, electronic or in other form, containing personal information of people.

This Policy and the associated procedures is to be read in conjunction with the Confidentiality Policy which provides additional safeguards for people who have contact with futures in sight.

### Definitions

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| --- | --- |
| Personal information | is any information that can be used to identify a person. This may include name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies a person, or they are reasonably identifiable from it, the information will be considered personal information. |

### Related Documents

Confidentiality Policy
Records Management Policy

### Legislation

The Privacy and Personal Information Protection ACT 1998 (NSW)
The Health Records and Information Privacy Act 2002 (NSW)
The Privacy Code of Practice (General) 2003
The Health Records and Information Privacy Code of Practice 2005 (NSW)

## Procedures

### 1. Dealing with personal information

In dealing with personal information, futures in sight Partners, Contractors, Volunteers and Advisory Panel members will:

* ensure privacy when discussing matters of a personal or sensitive nature
* only collect and store personal information that is necessary for the functioning of futures in sight and our work
* use fair and lawful ways to collect personal information
* ensure that a person has given consent in writing before their photograph is taken or used in any publications either hard copy or online
* collect personal information only if the person consents to this
* explain what personal information is kept, why it is held, how it is collected, used, disclosed and who will have access to it
* ensure that personal information collected or disclosed is accurate, complete and up-to-date
* provide access to any person to review information about themselves and correct any information that is wrong
* take reasonable steps to protect all personal information from misuse and loss and from unauthorised access, modification or disclosure
* destroy or permanently de-identify personal information no longer needed after legal requirements for retaining documents have expired.

### 2. Responsibilities for managing privacy

futures in sight Partners and Contractors are responsible for the management of any personal information they have access to.

The three Partners are responsible for content of publications, communications and web site and must ensure the following:

* consent is obtained for the inclusion of any personal information about a person including staff and members
* consent is obtained before a photograph is taken of any person and is used in publications both hard copy and online
* information being provided by other agencies or external individuals conforms to privacy principles
* the website contains a Privacy statement that makes clear the conditions of any collection of personal information from the public through their visit to the website
* All contractors are aware of the content of the SLN Privacy Statement and comply with the requirements.

The three Partners are responsible for safeguarding personal information relating to people we support, people who are in contact with us, Contractors, Volunteers and Advisory Panel members

### 3. The Privacy Contact Officer

The Privacy Contact Officer will be the Donna Rhall who will be responsible for:

* ensuring that all Partners and contractors are familiar with the Privacy Policy and administrative procedures for handling personal information
* ensuring that people we support are provided with information about their rights regarding privacy
* handling any queries or complaint about a privacy issue

### 4. Privacy information for people who have contact with futures in sight

futures in sight will include a privacy statement on the website. We will provide a copy of our Privacy Statement to every person we support, as part of an information package.

### 5. Participants in research projects, consultations and forums

People being invited to participate in a research project including consultations and forums must be:

* given a choice about participating or not
* given the right to withdraw at any time
* informed about the purpose of the research project, the information to be collected, and how information they provide will be used.
* given copies of any subsequent publications.

People will be given a consent form to sign before participating in research or attending a consultation or forum.

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| Signed by all Partners |  |  |  |
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