



YMCA of the Inner North East Adelaide Inc

INTEGRATED MANAGEMENT SYSTEM

4. POLICY STATEMENTS

4.1 PRIVACY POLICY

Young Men's Christian Association of the Inner North East of Adelaide Inc (INEA YMCA) respects the privacy of our clients, members, participants, staff, volunteers and visitors. This Policy meets the requirements of the *Commonwealth Privacy Act (amendment) 2001* and related South Australian Government legislation (*Health Records Act 2001* and the *Information Privacy Act 2000*).

INEA YMCA reserves the right to make changes or amendments to the Privacy Policy as required by law.

4.1.1 Collection and Use of Information

INEA YMCA collects personal information directly from our clients, members, participants, staff, volunteers and visitors through electronic, verbal, and written correspondence.

INEA YMCA may use personal/health information for:

- programs and service provision
- administration
- training
- payroll
- research and development purposes

By acquiring or using **INEA YMCA** services, products or facilities, individuals consent to the reasonable collection, use and disclosure of personal information.

4.1.2 Data Security

INEA YMCA takes reasonable steps to protect personal information from loss, misuse, unauthorised disclosure or destruction.

- Only authorised **INEA YMCA** staff, volunteers, or sub contractors have access to information for approved purposes.
- **INEA YMCA** does not collect, use or disclose personal information about anyone under the age of 18 unless we have the consent of a parent or legal guardian.
- **INEA YMCA**, upon completion of a 'Personal Information Request Form' may provide access to an individual's personal information. All requests are processed within 30 days of receipt of application at no charge.
- In accordance with the *Health Records Act*, all health information collected by **INEA YMCA** will not be deleted. Amendments or alterations to the health information will be recorded on a separate form and attached to the original file.
- **INEA YMCA** may be required to collect an individual's identifier such as Tax File Number, Medicare number or Social Security number for the provision of services. These identifiers will only be disclosed to agencies as required by law.
- Disclosure of personal and health information will be in accordance with the National Privacy Principles.
- **INEA YMCA** shall transfer health information to a designated/recognised health provider free of charge on the completion of a 'Personal Health Information Transfer Form'.



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4.1.3 Sensitive Information

INEA YMCA collects sensitive information such as religion, gender, disability, and criminal records where:

- the individual has consented; or
- the collection is required by law

INEA YMCA does not disclose this information without consent.

4.1.4 Transfer/Closure of Health Service

In the event of an **INEA YMCA** managed health service (i.e. medical suite, massage service, physiotherapy service, sports medicine service, health and fitness club, recreation centre) being transferred, sold, leased, or ceasing operation; **INEA YMCA** will enact appropriate notification and transfer procedures as directed by the *Health Records Act*.



Scott Dagleish
Chief Executive Officer


Signature

1st June 2018
Date