

Privacy Policy

Policy Statement

Carers and Disability Link (CADL) is committed to protecting and upholding the right to privacy of all workers, independent contractors, board members and clients we work with. CADL is committed to protecting and upholding the rights of all workers, independent contractors, board members and clients to privacy in the way we collect, store and use information about them, their needs and the services we provide to them.

CADL requires all workers, independent contractors, and board members to be consistent and careful in the way they manage what is written and said about individuals and how they decide who can see or hear this information. CADL is subject to legislation applying to the organisation and/or its client group. The organisation will follow the guidelines of the Australian Privacy Principles in its information management practices.

CADL will ensure that:

- It meets its legal and ethical obligations as an employer and service provider in relation to protecting the privacy of clients and organisational personnel;
- Clients and organisational personnel are provided with information about their rights regarding privacy;
- Clients and organisational personnel are provided with privacy when they are being interviewed or discussing matters of a personal or sensitive nature;
- All workers, independent contractors, and Board members understand what is required in meeting these obligations;
- It will adhere to all requirements imposed under the Privacy Act 1988, including the requirements imposed by the Privacy Amendment (Notifiable Data Breaches) Act 2017, to strengthen the protection of personal information.

This policy will apply to all records, whether hard copy or electronic, containing personal information about individuals, interviews or discussions of a sensitive personal nature.

This policy conforms to the Privacy Act (1988) and the Australian Privacy Principles which govern the collection, use and storage of personal information.

This policy relates to

- Aged Care Quality Standards
- National Standards for Disability Services
- Children and Young People Safety Act
- NDIS Practice Standards
- National Standards for Mental Health Services
- SA Psychological Rehabilitation Support Service Standards
- Service Excellent Standards
- Current Legislation
- Supporting Documents.