



## PRIVACY & CONFIDENTIALITY POLICY

LIVEfree Project respect and uphold your rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988 (as amended).

We collect your personal details to administer your relationship with the Project to provide any personal care, and to provide you with information on Project programs, events, and services.

We only collect information where it is necessary to do so to provide a service to you or where we are required by law to do so (e.g., staff superannuation and taxation information). Without your personal details we may not be able to interact with you or provide ministry opportunities.

### **Information We Collect**

The sort of information we may collect includes:

- Name and Address
- Phone numbers and email addresses so we can communicate with you
- Family member details or Emergency contact information
- Details of donations where receipts for taxation purposes are required
- Communications you have with us (e.g. letters, service requests)
- Your involvement in activities so we can provide a meaningful community relationship
- Records of visits, phone calls and pastoral matters
- Staff details for superannuation, payroll and taxation purposes

We endeavour to keep personal information up to date and accurate. We will also endeavour to protect your personal information from misuse, loss or unauthorised access, modification, or disclosure.

Please note that there is no legal obligation for employees to disclose personal information such as medical conditions or disability, until the need for reasonable accommodation becomes apparent. If an employee discloses a medical condition or disability, all information will be kept confidential and written consent will be obtained if the information needs to be shared.

### **Disclosure**

The Project will not disclose personal information about you to any person except (1) on a confidential basis to members of the Project or to those who have regular contact with the Project in connection with the Projects' activities to provide a service to you, (2) with your prior consent (mailing list). All disclosures of information will be recorded within a client's file

in line with the Projects record keeping procedures, identifying who had access to the information and for what purpose.

## **Media Usage**

The Project may from time-to-time record video or images of programs and activities for promotional, teaching and information purposes.

Please refer to the guidelines set out the following policies:

1. Capturing images & their Release
2. Authority to Publish