



PRIVACY POLICY

ID No: FBCNW-60-6

Version: 7.0

- Applies to:
- All Board Members, Employees, Volunteers, and Contractors
 - Board Members
- Applicable Standards:
- NDIS Quality and Safeguards Framework
 - NDIS Provider Privacy Policy
 - Aged Care Quality and Safety Standards
- Applicable Legislation:
- Aged Care Act 1997
 - National Disability Insurance Act 2013
 - Privacy Act 1998
 - Personal Information Protection Act 2004
 - Right to Information Act 2009
 - Australian Privacy Principles 2014
 - Privacy Amendment (Public Health Contact Information) Act 2020

General

Privacy is a human right. Rights related to privacy are set out in the relevant Commonwealth and Tasmanian privacy laws. Family Based Care Tasmania (FBC) is committed to protecting and upholding the right to privacy of clients, Board Members, employees, volunteers and contractors, and in the manner we collect, store, and use information about clients, their needs, and the services we provide to them.

Confidentiality Undertaking

As part of this process FBC requires all staff, volunteers, contractors, and Board Members to agree to and sign FBC's Secrecy and Confidentiality Undertaking – FBCNW-16-230.

Any alleged breaches of this undertaking will be investigated and disciplinary action against the individual may result.

Privacy Principles

FBC will follow the guidelines of the [Australian Privacy Principles 2014](#) in its information management practices, ensuring that:

- it meets its legal and ethical obligations as an employer and service provider in relation to protecting the privacy of clients and staff;
- clients are provided with information about their rights regarding privacy;
- clients and staff are afforded the highest practicable levels of privacy when being interviewed or discussing matters of a personal or sensitive nature; and
- Board Members, employees, volunteers, and contractors understand what is required in meeting these obligations.

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

This policy conforms to the relevant legislation which governs the collection, use, and storage of personal information. All information collected is relevant to the operations of FBC

Responsibilities

The Chief Executive Officer (CEO) is responsible for FBC publication content, communications, and website, and must ensure:


- appropriate consent is obtained for the inclusion of any personal information about any individual including staff;
- information being provided by other agencies or external individuals conforms to the Australian Privacy Principles;
- that 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.
- FBC conforms with its obligations to report serious privacy breaches as required by law; and
- the safeguarding of personal information relating to FBC staff, Board members, volunteers, contractors, and members.

The CEO is the FBC Privacy Contact Officer.

Legal Exemptions

There are certain circumstances where FBC should disclose information about a person without first obtaining consent from the person involved. This might include mandatory reporting requirements on child safety matters, and obligations to report incidents of suspected violence, exploitation, neglect, abuse, criminal activity, and sexual misconduct to regulatory authorities and / or police.

Authorised by:



Date:

16/8/2021

Vice President of the Board