

Policy name & ID Code	<i>Participant Privacy Information Sheet – QM 4.0</i>
Version	V4
Responsibility	<i>Board of Directors</i>
Date of currency	April 2022
Date of next review	<i>April 2024 or following a change in related regulation or guidelines or a reportable incident</i>
Relevant standards	<i>The Office of Australian Information Commissioner NDIS Quality and Safeguards Commission – July 2019 NDIS Practice Standards and Quality Indicators – Nov 2021</i>

Our Vision

The Inclusion Foundation is a for-purpose-charity that champions the inclusion of people with Down syndrome. We see an inclusive world where people with Down syndrome are equal, active and respected members of society. Together, we stand proud, we raise our hands in the air, and we say to society, to business, to governments, to everyone, and to anyone... Count me in!

Why personal information is kept and how it is used

Inclusion Foundation collects and records information from participants in our programs. As a NDIS provider we are allowed to hold information about you. This information is used for: communication, safety and support and for us to plan how we provide services for you.

Privacy and confidentiality are very important to our community. Inclusion Foundation is committed to upholding the principles of Privacy and Confidentiality. These are the laws we follow - the *Privacy Act, 1988 (C'th)* and the *Health Records Act 2001 (Vic.)*

When you enrol with Inclusion Foundation, certain information about you will be collected. Sometimes with your permission we may collect more information throughout your time with us. We will only use this information to help provide your services the way you want them.

How Inclusion Foundation stores this information

- All your personal or identifying information gathered is kept in secure individual files either in a computer system or paper file. Only staff members who need to use this information can read it.
- Your Inclusion Foundation files stay with Inclusion Foundation. Once you stop coming to Inclusion Foundation we hold onto your information in a special folder called archived for a minimum of seven years in accordance with the law. Archived means somewhere that nobody adds anything more to it and it is safe.

How you can alter or gain access to your information

- We can only hold your information when you have told us we can, this is called consent and we can only share your information with others outside of e.motion21 if you say 'yes' we can. People like your doctor, or therapist or other services you attend or some other person you want us to share with.

- Information relating to you may only be disclosed without you saying we can when required by law including:
 - If you have been harmed or hurt and we have to tell the police or the NDIS
 - a valid search warrant is issued by law
 - when information is subpoenaed for court proceedings
 - where you or others connected to you are at risk of being hurt in some way, then we can release information without your consent
- To change your information, you or your key support person can go into the 'Parent Portal' of Dance Studio Pro with your confidential login and password and update information directly, or you can email – info@inclusionfoundation.org.au and we will make the change for you
- If this information is related to your health and wellbeing that is important for us to know, please also send an email through to info@inclusionfoundation.org.au to make sure we see it and tell your teacher and support team quickly

Where can I make a complaint if I feel my privacy has been breached?

You can make a complaint to the NDIS commission – 1800 035 544 or on line <https://www.ndiscommission.gov.au/about/complaints> they will assist you or

Directly to the the Office of the Australian Information Commissioner
<https://www.oaic.gov.au/privacy/privacy-complaints/>

Remember you can use an advocate to help you

Where can I get more information on my privacy rights?

The office of the Australian Information Commissioner website has information that tell you about your privacy rights.

<https://www.oaic.gov.au/privacy/your-privacy-rights/>

Advocacy

Should you wish to use the services of an advocate at any stage during your interaction with Inclusion Foundation please contact the Victorian Department of Health and Human Services

- <https://providers.dhhs.vic.gov.au/disability-advocacy-organisations>
- <https://disabilityadvocacyfinder.dss.gov.au/disability/ndap/>
- VALID – <https://www.valid.org.au/>

Document history				
Location of Master - 2022 Participant Priv Info sheet.docx				
Date of review	Version	Reviewed by	Endorsed by	
8 May 2017	1.0	CEO	CEO	
May 2020	2.0	Program Director	CEO & FARM Chair	<p>Made inclusive of Impact21</p> <p>Updated the vision statement</p> <p>Made current with the NDIS Quality and Safeguards Commission registration requirements and NDIS Practice Standards 2020 V3</p> <p>Added reference to The Office of Australian Information Commissioner</p>
April 2022	V3	SS Manager	CEO	<p>Updated branding and organisation name to Inclusion Foundation</p> <p>Updated the vision statement</p> <p>Updated dates to most current legislature</p>
Approved for Publishing by CEO Cate Sayers			Date:	Signature: