

Policy name & ID Code	<i>Participant Privacy Information Sheet – QM 4.0</i>
Version	V2
e.motion21 and Impact21	<i>All references to e.motion21 is inclusive of all e.motion21 programs including but not limited to Impact21 unless otherwise specifically stated</i>
Responsibility	<i>Chief Executive Officer</i>
Date of currency	<i>August 2020</i>
Date of next review	<i>April 2022 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 – Jan 2020 Version 3</i>

Our Vision

We believe in an inclusive future where people with Down syndrome and intellectual disability are flourishing and active contributors to society economically, socially and creatively. We do this through Moving Bodies, Moving Boundaries and Moving Minds. This is what we stand for, and how we are making Australia a better place.

Through dance, fitness, education and employment programs we are enhancing lives and changing perceptions of Down syndrome and intellectual disability within society.

Why personal information is kept and how it is used

e.motion21 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. e.motion21 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 e.motion21, 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 e.motion21 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 e.motion21 files stay with e.motion21. Once you stop coming to e.motion21 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@emotion21.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@emotion21.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 e.motion21 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/>