

BCD Privacy Policy

SD1108

BCD Community Care Incorporated (BCD) Privacy and Confidentiality Statement:

*BCD endeavours to uphold the highest standards of stakeholder privacy and Confidentiality.
BCD has developed its own privacy principles, and these will be adhered to at all times.*

BCD complies with its Legislative obligations and upholds The Privacy Act (Commonwealth), 1988 in its operations. The *Privacy Act 1988* protects your personal information. Personal information is information or an opinion that identifies you or could identify you and includes information about your health.

BCD adheres to the Privacy act along with the Australian Privacy Principles (APP's) that govern the way in which personal information must be collected, stored, used, accessed and disclosed.

BCD believes that all stakeholders should be made aware of how BCD will gather, store and use their information and that they can access their information, update it and request a copy of it at any time. BCD values and respects that all stakeholders have a right to privacy and dignity and to have their personal and private information kept confidential.

BCD collects relevant personal information about you for the purposes of assessing your eligibility for either employment or support services. All information collected is securely stored with authorised access only. The use of the information we collect about you is for the purpose of either employment assessment or care assessment and planning.

The CEO is responsible for all Stakeholders files ensuring they are kept up to date and confidential at all times. This includes files that are gathered from an electronic format such as social media pages and the BCD Web Site. All Stakeholders are responsible for abiding by this policy. Any questions or queries in regards to confidentiality and privacy should be directed to the CEO via feedback@bcdcci.org.au

Information is only exchanged with external parties with your written consent. The collection of information is only for the benefit of you. Information collected about you is private and remains confidential. Your information will not be used for any other purpose unless permission and consent are provided.

Breaches of Confidentiality are managed via our complaints process. For the full version of our Privacy Policy please contact 1800 ASK BCD or email feedback@bcdcci.org.au

This Policy for BCD has been endorsed and approved by BCD Management Committee on 03/06/19
Version: 3 Due for review: 28/3/22

