

Policy**Privacy of Information Collected**

Yarrunga Community Centre recognizes that users wish to ensure the privacy of their personal information.

Yarrunga will only collect information deemed necessary for our administrative and reporting purposes.

What information do we collect from you?

We keep your name and contact details on your enrolment or registration forms. Depending on the program you are enrolled in, other details such as information about your health are also recorded.

Why do we collect your information?

The information we collect helps us to keep up-to-date, so we can find the program that best suits your needs. We use the information to better manage and plan this service. We are also contractually obligated to provide statistical information to our funding bodies.

Who else sees your information?

Your information is secured and can only be seen by those in this Centre involved in administration of your enrolment. Otherwise, we only release information about you if you agree, if we are required by law, or in a medical emergency. Statistical information is provided to Adult, Community and Further Education (Department of Education) as required by our funding agreement. Under no circumstances will Yarrunga Community Centre provide your details to any other organization for the purposes of marketing.

What say do you have in what happens to your information?

You have a say in what happens to your information. We rely on the information you give us to help provide the right programs for you. If you decide not to share some of your information or restrict access to your record, this is your right, but it might affect our ability to provide you with the best possible services. Talk to us if you wish to change or cancel your consent.

How will your information be protected?

We are committed to protecting the confidentiality of your record. The privacy of your information is also protected by law. We treat your information in the strictest confidence and store it securely (both electronically and paper based

records). Records will be archived for as long as deemed necessary before being securely destroyed.

Can you access your information?

Yes, you have a right to request access to your information and to ask for it to be corrected if necessary.

Any other questions? Please talk to one of our staff if you have any other questions, about what happens to your information while you are a participant, or if you wish to access your record.

Policy passed by Committee of Management meeting on ____/____/____

Chairperson _____ Policy to be reviewed on ____/____/____