



PRIVACY POLICY

PRIVACY STATEMENT

The information collected by TADNSW is for the purposes of processing your enquiry, request, registration, donation and/or for promotional purposes. TADNSW discloses personal and sensitive information to the TADNSW volunteer/employee involved in the provision of the service you have requested. If you are giving personal information about another person, e.g. next of kin, you should seek their permission beforehand and advise why you are disclosing their details to TADNSW. For a copy of our Privacy Policy visit www.tadnsw.org.au or telephone 1300 663 243 or (02) 9912 3400.

TADNSW'S PRIVACY POLICY

Technical Aid to the Disabled in NSW (TADNSW) upholds the right of an individual's privacy.

What information does TADNSW collect?

TADNSW may collect personal information including sensitive information about clients, members, subscribers, donors and a range of individuals connected with the provision of our services with their consent.

Some of the information that you may provide to TADNSW is "personal and in some cases sensitive information" as defined by the Privacy Act 1998 (the "Act").

If you choose not to provide some or all of the information, we may be unable to process your enquiry, request, registration or donation.

In line with normal business procedures, TADNSW maintains contacts and mailing lists of people (other than clients, members, subscribers, donors, referrers and business contacts) with whom we do business or wish to contact from time to time.

How does TADNSW collect and store your information?

TADNSW collects personal information in several ways:

Directly from you, as a client, member, subscriber or donor when you provide information in person, by phone, in writing, by fax or through the Internet. From third parties such as other organisations which provide health care services to you.

TADNSW may store your personal information electronically or in hard copy. We endeavour to protect it from misuse and loss and from unauthorised access, modification and disclosure.

How does TADNSW use your personal information?

The information collected by TADNSW is collected for the purposes of processing your enquiry, request, registration or donation.

TADNSW discloses personal and sensitive information to the TADNSW volunteer/employee involved in the provision of the service you have requested from TADNSW.

The information you provide may be used by the employees of TADNSW, and its volunteers to administer and manage the services it provides including quoting, billing and collecting debts.

The information provided by clients, donors and referrers may be used to distribute information to them that we consider appropriate or interesting.

TADNSW maintains a database of personal and other information relevant to membership of the organisation and subscription to the TAD Journal. TADNSW employees use this data to handle enquiries from members and subscribers and to promote the activities of TADNSW that they consider may be of interest to them.

TADNSW is a registered charity, and we occasionally engage in fundraising activities to provide our services as cheaply as possible. Personal information received from you may be used to make an appeal to you. Before sending fundraising material to clients we will ask your permission to do so.

You have the right to elect not to be contacted for any purposes other than relating to our direct service provision. If you do not wish to be contacted for any particular reason please let us know. See contact details below.

We do not disclose your personal information to third parties for any marketing or fundraising purposes.

How and when does TADNSW disclose your information?

The health information we hold helps us provide our clients with the best possible health care, and is disclosed only to others involved with the service TADNSW is providing you.

Occasionally we may be involved in research. If any data from this organisation is used in research, it will not include information which identifies you, unless special circumstances apply. In which case we will contact you to seek your permission.

TADNSW may be requested to provide personal information as required by law.

The health information collected by TADNSW is also sometimes used for government audit activities. Data used for these purposes is de-identified to protect the privacy of our clients.

TADNSW publishes a Journal and other literature to inform people about our work. We will not identify you in this literature without your permission.

How can you make sure the information TADNSW has about you is accurate?
TADNSW takes all reasonable precautions to ensure that the personal information and sensitive information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

Please let us know if there are any errors in your personal information; and keep us up-to-date with changes to your personal information. See contact details below.

How you can access your information?

You have the right to access and alter the personal or sensitive information concerning yourself in accordance with the Act. TADNSW reserves the right to charge a fee for searching for and providing access to your information.

If you are giving personal information about another person, e.g. next of kin, you should seek their permission beforehand and advise why you are disclosing their details to TADNSW. Please also inform them that they can access the information you have provided to TADNSW.

Contact details

Please direct any enquiries you may have in relation to this matter to our Privacy Officer, TADNSW on 1300 663 243 or (02) 9912 3400 or tad@tadnsw.org.au.

Procedure

This statement is to be placed on our web site and is available on request.

EMAIL PRIVACY STATEMENT

This statement applies to the collection of your email address and other personal information at any stage throughout our email correspondence where you request information from us or submit your details to us for any reason.

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