

INFORMATION COLLECTION AND CONSENT POLICY AND PROCEDURE (DOWN SYNDROME NSW STAFF AND PARTICIPANTS)

Purpose

The purpose of this policy is to outline Down Syndrome NSW (DS NSW)'s approach to the collection of personal information from staff and participants and to ensure that all personal information is collected, used and disclosed in a manner that is respectful, ethical and compliant with relevant privacy legislation.

Policy Statement:

DS NSW recognises the importance of privacy and the protection of personal information. We are committed to ensuring that all personal information collected, used or disclosed is done so in accordance with relevant privacy legislation, including the Privacy Act 1988 (Cth) and the Australian Privacy Principles. We acknowledge that personal information is sensitive and confidential and that individuals have the right to control how their personal information is collected, used and disclosed.

Applicability:

All DS NSW Workers, Board Members, Volunteers, Members and Participants.

Roles and Responsibilities:

Board	Promote best practice, continuous improvement and a service delivery culture that promotes and supports
CEO	Oversee the implementation of this policy and procedure. Ensure compliance of this policy and procedure. Manage non-compliance of this policy and procedure.
Management	Ensure compliance of this policy and procedure. Report non-compliance to the CEO.
Workers, Participants, Volunteers and Members	Read and comply with this policy and procedure.

Procedure

Collection of Personal Information:

- Personal information will only be collected with the consent of the individual, and where necessary, for the purposes of providing supports and services.
- The purpose for which the information is being collected will be clearly explained to the individual.
- The personal information collected will be relevant and necessary for the purposes for which it was collected.
- Individuals will be informed of their right to refuse to provide personal information and the potential consequences of refusing to do so.

Use and Disclosure of Personal Information:

- Personal information will only be used and disclosed for the purposes for which it was collected or as required by law.
- Individuals will be informed of any third-party organizations or individuals who will have access to their personal information and the purpose for which it will be disclosed.
- Any use or disclosure of personal information will be done in accordance with relevant privacy legislation.

Security of Personal Information:

- Personal information will be kept secure and protected from unauthorized access, use or disclosure.
- Staff will be trained in the appropriate handling of personal information and the security measures that are in place to protect it.
- Personal information will be stored in secure electronic systems and/or locked filing cabinets.

Access to Personal Information:

- Individuals will have the right to access their personal information and request corrections if necessary.
- All requests for access or correction to personal information will be responded to within a reasonable timeframe.
- A record will be kept of all requests for access or correction to personal information.

Review of Policy and Procedure:

- This policy and procedure will be reviewed annually to ensure that it remains current and compliant with relevant privacy legislation.
- Any changes to this policy and procedure will be communicated to staff and participants in a timely manner.

Associated Documents

- Client Protection Policy and Procedure
- Participant Incident Policy and Procedure
- ICT Information Management and Security Policy and Procedure
- Governance Policy Manual
- Privacy and Confidentiality of Records Policy and Procedure.

Definitions:

Term	Definition
Personal Information:	any information or opinion about an identified or identifiable individual.
Consent:	the voluntary agreement by an individual to the collection, use and disclosure of their personal information.

Document Control

Policy review every: 1 year

Version	Date Commenced	Policy Owner	Change Description	Review Date	Policy Approver
V1.0	June 2023	Specialist PCC	New Policy	June 2026	COO