

Privacy & Confidentiality Policy

Document Name	Privacy & Confidentiality Policy	Document Type	Policy
Document Approver	Chief Executive Officer	Version	V 1.0
Date Created	10/05/2023	Review Date	10/05/2024

Overview

Empower Autism is committed to protecting the privacy and confidentiality of personal and sensitive information. This policy outlines our commitment to comply with the Australian Privacy Principles (APPs) within The Privacy Act (1988), and provides guidelines for the collection, use, storage, and disclosure of personal and sensitive information.

Collection and Use of Personal and Sensitive Information

Empower Autism collects personal and sensitive information from employees, volunteers, contractors, and participants for the purpose of fulfilling the organisation's mission and goals. We will only collect information that is necessary for the purpose for which it is collected, and we will obtain consent for the collection of personal and sensitive information.

Personal and sensitive information collected by Empower Autism may include:

- Name, address, and contact details
- Employment history and qualifications
- Medical and health information
- Financial information
- Other information relevant to the provision of our services

Empower Autism will use personal and sensitive information only for the purpose for which it was collected, and will not disclose it to third parties without consent, unless required by law or permitted under the Privacy Act (1988).

Storage and Security of Personal and Sensitive Information

Empower Autism will take reasonable steps to ensure that personal and sensitive information is securely stored and protected from unauthorised access, use, disclosure, or loss. This includes the use of appropriate physical, technical, and administrative safeguards, such as password protection, encryption, secure storage, and restricted access.

Empower Autism will also take reasonable steps to ensure that personal and sensitive information is accurate, up-to-date, and complete, and will provide individuals with access to their personal and sensitive information upon request, subject to certain exceptions under the Privacy Act (1988).



**Empower
Autism**

Enabling positive social change
for and with autistic people

Disclosure of Personal and Sensitive Information

Empower Autism will only disclose personal and sensitive information to third parties with the consent of the individual, or where required by law or permitted under the Privacy Act (1988).

Empower Autism may disclose personal and sensitive information to:

- Government agencies or regulatory bodies, as required by law
- Service providers, contractors, or business partners, to the extent necessary to provide our services
- Other individuals or organisations, with the consent of the individual

Breach of Privacy or Confidentiality

Empower Autism takes all privacy breaches seriously and will respond promptly to any suspected or actual breach of privacy or confidentiality. This may include conducting an investigation, notifying affected individuals, taking remedial action, and reporting the breach to regulatory authorities, as required by law.

All employees, volunteers, and contractors of Empower Autism are required to comply with this policy, and any breach of privacy or confidentiality may result in disciplinary action, up to and including termination of employment or volunteer service.

Compliance with Legislation

This policy is designed to comply with the Australian Privacy Principles (APPs) within the Privacy Act (1988).

Review

Empower Autism will review and update this policy periodically to ensure that it remains current and effective.