Privacy and Confidentiality Policy

**Privacy** means that any person has the right to have their personal information to not be told or shown to anyone

**Confidentiality** means that there is a duty to keep your personal information private and protected

 **Consent** means you give us permission or you say ‘yes’

If you would like to know more information or have a question please ask our staff

Fairfield City Council

* will ask for your permission to use your information

You do not have to give us your information

If you choose not to share your personal information, we may not be able to provide the supports you need

We only ask for information that we need to provide supports to you

You can ask us at any time about the information we keep about you

* will also ask for you permission to use photos
* will make sure your information is kept secure and private

We keep any paper records locked away

We keep personal information in computers password protected

Only staff providing supports and services can see your information



* will not share your information with others without your permission
* we might give other people your information when you have not given us consent if;

The laws say we must

or

It will keep you and / your child safe

* will move to a space where others cannot hear, when we discuss private things with you
* will only use your personal information for the intended purposes

What does Fairfield City Council use your Personal Information for?

* Provide the right services and supports to you
* To make sure our services are meaningful to you
* Make claims for supports on your behalf to NDIS
* for statistical and organisational reporting purposes
* to provide information to the NDIS Commission and Agency as required e.g. Mandatory reporting