



## Privacy Statement

Sunday Sessions is a program run by Access Health and Community (AccessHC) in partnership with Link Health and Community, City of Monash, City of Boroondara, Manningham Council and the Victorian Department of Health and Human Services.

AccessHC is committed to protecting the privacy of client and staff information. We are required by law to protect personal information

AccessHC collects and administers a range of personal information for the purposes of providing health and wellbeing services. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

We recognise the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

Our Privacy Policy meets the requirements of all relevant Australian and Victorian Law. If you would like to view a copy of the Privacy Policy please email [privacy@accesshc.org.au](mailto:privacy@accesshc.org.au) and request a copy.

AccessHC is bound by laws which impose specific obligations when it comes to handling information. AccessHC has adopted the following principles as minimum standards in relation to handling personal information.

We will:

- Only collect, or use personal information for the primary purpose for which it was intended or another purpose with the person's consent
- Only disclose personal information with the person's consent, unless required by law
- Ensure that individuals are informed as to why we collect the information and how we administer the information gathered;
- Take all reasonable steps to ensure that personal information we collect, use, hold or disclose is accurate, complete, up to date and relevant to the function that it

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performs;

- Take all reasonable steps to protect the information that we hold from misuse, interference, loss and from unauthorised access, modification or disclosure.
- Provide stakeholders with access to their own information, and the right to seek its correction.
- Involve clients and consumers in the development, implementation and evaluation of all information relating to privacy to ensure that it is easy to understand and use.
- Ensure that all written materials and documents given to clients relating to privacy are compatible with health literacy principles, promoting clear messages in an appropriate language and format.

More information about protecting your privacy can be found on our Client Rights and Responsibilities document or you can contact our Privacy Officer on 03 9810 3000 or email us at [privacy@accesshc.org.au](mailto:privacy@accesshc.org.au).

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