



## **Privacy Policy**

### **Privacy Statement**

The Cerebral Palsy Education Centre (CPEC) recognises and is committed to the protection of personal information in accordance with the *Privacy Act 1988 (Cth)* and *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*.

CPEC will only use personal information for the purposes for which it was collected.

### **Policy**

#### **Collecting and holding personal information**

CPEC only collects personal information for purposes which are directly related to its services or activities, and only when it is necessary for or directly related to those purposes.

These purposes may include the following:

- the implementation and administration of services and activities;
- selection, recruitment and engagement of staff and contractors;
- information of clients, parents, guardians and carers is collected for the primary purposes of providing early childhood education and therapy services.

CPEC will usually collect personal information directly from the individual, either in person, in correspondence, in an application form, over the phone or over the internet. Sometimes CPEC will collect personal information from a third party.

In limited circumstances, CPEC may receive personal information about third parties from individuals. In these circumstances, CPEC will ensure that the consent of those third parties is obtained if the information is required to be disclosed, unless non-disclosure is permissible by law.

#### **Kind of Personal Information collected**

Kind of personal information CPEC collects and holds may include your name, gender, address, phone number, email address, date of birth, Centrelink Customer Reference Number, date of birth (for CRN holder), NDIS number, NDIS plans, Medicare number, custody arrangements and/ or other information relevant to providing you with services.

Additional specific information CPEC collects and holds about children may include their name, gender, address, therapy details and clinical notes, immunisation status and medical details etc.

### **Non-disclosure of Information**

A person can choose not to disclose personal information to CPEC employees. CPEC employees will act strictly in accordance with this policy and will discuss the reasons for seeking to collect the personal information, including the consequences of not providing personal information, or providing incomplete or inaccurate personal information, which may affect the services CPEC can provide.

### **Direct Marketing**

CPEC will seek your direct permission prior to using personal information for direct marketing.

### **Disclosure**

CPEC will only disclose your personal information for the purpose it was collected. CPEC may disclose personal information about you or your child to child protection agencies or family support agencies when we reasonably believe that a child is at risk of significant harm, as required by CPEC's Child Protection Policy and Procedure.

CPEC will not otherwise disclose personal information to a third party for any other purpose without your consent unless it is authorised or required by law.

### **Access and Correction**

Personal information may be requested at any time. CPEC will work with clients, parents, guardians and carers to ensure that personal information is accurate, complete and up to date.

### **Information Storage and Security**

Personal information collected by CPEC will be stored securely in paper form or electronically. Only authorised employees from CPEC and third party providers will have access to personal information.

### **Amendments to this Privacy Statement**

CPEC may change this Privacy Statement at any time without prior notice and will post an updated version of the policy on our website.

### **Complaints and Feedback**

Complaints about CPEC breaching the Privacy Act, Australian Privacy Principles or this policy, can be referred to:

Postal Address: CPEC, PO Box 211, Glen Waverley, VIC 3150

Email: [info@cpec.org.au](mailto:info@cpec.org.au)

Telephone: +613 9560 0700