

### Privacy Policy

#### Policy

Lions Emergency Accommodation Centre Inc. (LEAC) believes that privacy is an important individual right and is important to its clients. It is committed to ensuring that the personal information provided is handled appropriately and with all due care. LEAC complies with the National Privacy Principles and the Privacy Amendment (Private Sector) Act 2000.

#### Procedure

Information (including an opinion) is treated as personal information if the subject individual can be identified from that information.

Only necessary personal information is collected. Personal information will be collected directly whenever it is reasonable and practicable to do so. At, or before, collection, reasonable steps will be taken to ensure that awareness is made of the purpose or purposes of collection and the extent to which that information may be disclosed. Personal information does not have to be given, but if not given further assistance may not be possible. This possibility will be indicated to the client at the time.

Personal information will be used or disclosed for the purpose it was given (Primary Purpose). It will be used for other purposes (Secondary Purpose) only if:

- Consent to the purpose is expressed or implied
- The use/disclosure is related to the main purpose of the collection and the client would reasonably expect it to be so used in such a way; or
- It is required by law or some other compulsion to disclose such information as is permitted in National Privacy Principle 2.

Every reasonable effort will be made to ensure the security of personal information held and that the personal information collected, disclosed and used is complete and accurate. When no longer needed, the information will be destroyed.

If clients wish to view or request copies of personal information held by LEAC, LEAC will endeavour to supply the documents within five (5) working days. LEAC will only refuse to provide access to information concerning the client in situations where the National Privacy Principles allow LEAC to do so. If LEAC refuses access a reason will be given for doing so.

Questions or concerns about this privacy policy or practices, or notification for changes to information held, are to be directed to the Privacy Officer, contacted on 5441 3837.