

Privacy Collection Statement

The In Home Care Support Agency (IHCSA) – Tasmania is committed to ensuring that the personal information you provide remains secure and is only used for the purposes which it is collected and that you are aware of what information is held, distributed and your rights.

The Privacy Collection Statement outlines how the IHCSA - Tasmania meet the obligations that are set out in the Australian Privacy Principles in the Privacy Act 1988.

Purpose for collecting, holding, using and disclosing personal information

The IHCSA Tasmania collects, holds and uses personal information

- To administer, deliver, manage, monitor and evaluate the In Home Care (IHC) Program

Personal Information the In Home Care Support Agency – Tasmania Collects

The types of personal information we collect include:

- names, occupation, contact and address details (including email)
- Government issued identification numbers - CRN
- date of birth and gender
- information that provides evidence of IHC suitability e.g., work roster, medical evidence, certification, evidence from courts
- Child Care Subsidy rate and eligibility hours
- personal information about your spouse and dependants
- care requirements of family
- access of other care and support services
- other information to support the development and review of a Family Management Plan.

How we collect personal information

Generally, we collect your personal information from you directly (for example, when we communicate with you in person or over the phone, when you send us correspondence (including via email), completion and review of a Family Management Plan, or when you use our website).

Personal information will be collected from you unless there are permissions in place for another person to provide this information to us on your behalf.

Where you provide us with personal information about someone else

If you provide us with someone else's personal information, you should only do so if you have authority or consent to provide us with their personal information. You should also take reasonable steps to inform them of the matters set out in this Privacy Collection Statement.

Any personal information, including sensitive information, may be disclosed to:

- the organisation/s providing education and care (childcare) to your child/ren
- other In Home Care Support Agencies
- other support or child welfare services
- the Australian Government Department of Education, Skills and Employment

Your personal information may also be used by the IHCSA Tasmania or disclosed to other parties, where it is required or authorised by law.

Complaints about a breach of privacy

If you have any questions about this privacy collection statement any concerns or a complaint regarding the treatment of your personal information or a possible breach of your privacy, please contact

T 1300 052 057

E info@ihcsupportagencytas.com.au

Agreement to terms of privacy policy

By providing information to us, you accept and agree to the collection, use, holding and disclosure of your personal information for the purposes described in this collection statement.

For more information about privacy in general, you can visit the Australian Information Commissioner's website at www.oaic.gov.au