



**Privacy & Confidentiality
Policy**

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| Drafted by | Ross Carlyon | Approved by MC on | 11/10/22 |
| Responsible person | CEO | 1st review | Feb 2023 |
| | | Scheduled review date | Oct 2025 |

Introduction
We have a duty to protect the privacy of personal information that we collect, hold and administer which directly or indirectly identifies a person.

Purpose
The intention of this policy and is to provide and describe a framework within which we ensure confidentiality, privacy and secure record keeping.

Policy
Strength Potential collects and administers a range of personal information for the purposes of operating a range of programs designed to provide Strengths-based support to those struggling with disability and supporting 'at risk' and vulnerable youth through educational programs and mentoring services.
Strength Potential is committed to protecting the privacy of personal information it collects, holds and administers.
All information discussed between clients and Strength Potential staff is private and remains in confidence, other than situations where a person discloses information about potential or actual self-harm or harm to others, or discloses information about an intended or actual illegal act.
Strength Potential recognises the essential right of individuals to have their information administered in ways that they would reasonably expect – protected on one hand and accessible to them on the other.
In broad terms this means that we:

- collect only information that we need to effectively run our programs
- ensure that all program participants understand why we collect information and how we administer it
- use and disclose personal information only for our primary function or a directly related purpose, or for any other purpose only with the person's consent
- store personal information securely, protecting it from unauthorised access
- give participants access to their own information and the right to correct it.

Related Documents
Occupational Health and Safety - Policy

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| | Occupational Health and Safety – Procedures Critical incidents – Policy Critical Incidents - Procedures |
| Authorisation | <i>Coralie Carlyon</i> Secretary, Strength Potential 7 February 2023 |