

## **Protecting your privacy**

Co.As.It. Community Services is committed to protecting your privacy and to ensuring we can provide you with the best possible care and services. We are bound by the *Privacy Act 1988* (Cth) (the **Privacy Act**) and the Australian Privacy Principles (**APP**).

This Privacy Collection Statement should be read in conjunction with our Privacy Policy which contains detailed information on how we protect your privacy, including the way in which we may collect, use and disclose your information.

A copy of our Privacy Policy will be provided to you within your information kit during the assessment process or before we start providing services to you. A copy of our Privacy Policy is also available on our website or through our office.

## **Collection of information**

We collect personal information about individuals directly from the individual or their legal representative. We will only collect information for a purpose that relates directly to our functions and activities as a community service provider. We understand that you may not want to provide information to us. The information we request of you is relevant to providing you with the care and services you need. If you choose not to provide us with some or all of the information we request, we may not be able to provide you with the care and services you require.

*For more detailed information, please refer to our Privacy Policy.*

## **Use and disclosure**

We will use and disclose your personal information only for the purpose for which it was collected or for any other purpose that is otherwise directly related to our functions or activities as a community service provider or otherwise permitted at law.

*Please refer to our Privacy Policy for more detailed information.*

## **Access and correction of information**

Our Privacy Policy also contains detailed information on how you may access the personal information we hold about you and how you can seek to have your personal information corrected.

## **Overseas recipients**

We will not disclose your information to overseas recipients. If we do, we will take all steps that are reasonable in the circumstances to ensure that the overseas recipient does not breach the Australian Privacy Principles.

## **Making a complaint**

If you wish to make a complaint about the way we have managed your personal information you may make that complaint verbally or in writing by setting out the details of your complaint to any of the following:

### **a) Your Care Services Coordinator**

Brisbane:

Phone: 07 3262 5755

Fax: 07 3262 9985

Email: [mail@coasit.asn.au](mailto:mail@coasit.asn.au)

Gold Coast:

Phone: 07 5527 6481

Fax: 07 5539 9157

Email: [info@coasit.asn.au](mailto:info@coasit.asn.au)

### **b) Our Privacy Officer**

On the Brisbane contact details above.

### **c) The Director**

On the Brisbane contact details above.

Alternatively, complaints may also be referred to a number of services as set out below:

### **a) Aged Care Complaints Scheme**

Online: [www.agedcarecomplaints.govspace.gov.au/concern](http://www.agedcarecomplaints.govspace.gov.au/concern).

By phone: 1800 550 552

### **b) Office of Australian Information Commissioner**

Online: [www.oaic.gov.au/contact-us-page](http://www.oaic.gov.au/contact-us-page)

By phone: 1300 363 992

## **How to contact us:**

If you have any questions in relation to privacy or how we manage your personal information, please contact us by phone or email on the above Brisbane contact details.