

# Arthritis

## AUSTRALIAN CAPITAL TERRITORY ———— Incorporating Osteoporosis ACT ————

Arthritis ACT adheres to The Privacy Amendment (Private Sector) Act 2000. Arthritis ACT affirms the protection of individual or authorised delegates from the unfair or unauthorised use of their personal information. Arthritis ACT adheres to the following principles.

### **PRINCIPLES**

#### **1. Collection of Information:**

Personal information can only be collected when it is necessary for an organisation's operations.

#### **2. Use and Disclosure of Information:**

Information can only be used or disclosed for its original purpose of collection.

#### **3. Data Quality:**

All information must be recorded without bias, feeling, assumption and undue subjectivity.

#### **4. Data Security:**

Arthritis ACT will take reasonable precautions to protect personal information so that it is not misused, lost accessed by unauthorised people, modified or disclosed.

#### **5. Clients or authorised delegate Files:**

All clients or authorised delegates have the right of access to their files.

#### **6. Openness:**

Arthritis ACT must be able to document its practices and make this information available to all who request it.

#### **7. Access and Correction**

Arthritis ACT will take all reasonable steps to allow people to access their personal information unless the law does not allow it.

#### **8. Identifiers:**

Government Agency identifiers cannot be used as an identifier. This includes Medicare numbers, tax file numbers, Health Care Card numbers or future identity numbers assigned by Government Agencies.

#### **9. Sensitive Information:**

Collection of sensitive information will occur with an individual or authorized delegate's consent, unless the collection is; required by law to establish, exercise or defend a legal or equitable claim, or; necessary to prevent or lessen a serious or imminent threat to the life or health of the individual or authorised delegate who is the subject of the information.

#### **Protecting your rights**

In the case of a privacy issue, contact:

CEO

or

Privacy Commissioner

Arthritis ACT 02 6288 4244

ph: 1300 363 992

A full copy of the Arthritis ACT Privacy Policy is available on request