

INTRODUCTION

Albany Community Hospice is committed to protecting the privacy of personal information including sensitive and health information which the organisation collects, holds and administers.

- **Personal information** is information which directly or indirectly identifies a person. Personal information includes two subcategories of information:
 - **Health information** is information about someone's health.
 - **Sensitive information** is information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health information about an individual, or genetic information about an individual that is not otherwise health information.

STATEMENT

Albany Community Hospice (ACH) collects and administers a range of personal information for the purposes of providing specialist palliative health care. ACH is committed to protecting the privacy of personal information it collects, holds and administers.

ACH recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the *Privacy Act 1988 (Cth)*.

ACH is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

ACH will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why the Hospice collects the information and how the information gathered is administered;
- Use and disclose personal information only for the Hospice's primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.