

Therapeutic Engagement Support Services Association Inc.

Privacy Policy

Policy Category Policy Number	Therapeutic Engagement Support Services Association Inc. (TESSA Inc.) Board TESSA Inc. BPol 11
Drafted by	J Weston and V Triggs, TESSA Inc.
Date Authorised by the Board	17 July 2019
Implementation Responsibility	Communications Officer, Program Managers, Administration Officer
Scheduled review date	July 2021
Version	Final
Related Documents	TESSA Inc. Values TESSA Inc Social Media Policy
Related Standard Operating Procedure	TESSA Inc. Social Media Procedures TESSA Inc. Risk Management Plan
Related Forms	
Related Standards, Policies and Procedures	Associations Incorporation Reform Act 2012 Privacy and Data Protection Act 2014 (Victoria) Health Records Act 2001 (Victoria) Department of Education and Training Information and Privacy Policy, December 2018

1 Introduction

1.1 Purpose

The Therapeutic Engagement Support Services Association Inc. (TESSA Inc.) is committed to protecting the personal and health information that we collect, use and disclose.

This policy supports our need to collect information and the right of the individual to privacy. It ensures that TESSA Inc. can collect personal and health information necessary for its services and programs, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect their personal and health information.

1.2 Scope

This policy sets out how the TESSA Inc. is to collect, hold, manage, use, disclose or transfer personal and health information in accordance with the Information and Health Privacy Principles contained within the Privacy and Data Protection Act 2014 (Victoria) and the Health Records Act 2001 (Victoria).

Key definitions:

- Health information means information or opinion about a person's physical, mental or psychological health or disability that is also personal information. This includes information or opinion about a person's health status and medical history.

- Personal information means recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form.
- Sensitive information means information or opinion (that is also personal information) about a person's racial or ethnic origin, political opinions, religion, philosophical beliefs, sexual preferences or practices, membership of a political association, professional/trade association or trade union, or an individual's criminal record.

1.3 Application

The policy applies to all members of the Board, the staff and volunteers of TESSA Inc., who must act in accordance with this policy.

1.4 Compliance

TESSA Inc. is bound by the Information Privacy principles and the Health Privacy principles in the delivery of services and programs.

TESSA Inc. will comply with any directions made by the Office of the Victorian Information Commissioner, the Victorian Health Complaints Commissioner or the Office of the Australian Information Commissioner.

TESSA Inc. will comply with the Victorian Government's Protective Data Security Standards.

1.5 Procedures

TESSA Inc. will only collect information necessary for providing our programs and support services, or where the law requires us to collect it.

TESSA Inc. will ensure the information collected is correct, complete, up to date, and applicable to program and service delivery.

TESSA Inc. will only take photos and/or videos during program delivery for evaluation and promotion purposes, where prior written consent is received from adult participants, or for individuals under 18 years of age via their parents/guardians.

The following privacy statement will accompany all TESSA Inc. documents that seek personal information:

"The Therapeutic Engagement Support Services Association Incorporated (TESSA Inc.) respects your privacy and is committed to complying with Privacy and Data Protection Act 2014 (Victoria) and Health Records Act 2001 (Victoria). Collection and use of your personal information as necessary for the administration and delivery of services, programs, events or activities. For our full Privacy Policy visit www.tessainc.org.au."

Protected access to information

Only approved TESSA Inc. staff can access any personal information collected.

TESSA Inc. will only disclose personal information if required to do so by law, or if deemed necessary to prevent any threats to the individuals' health, welfare or safety.

TESSA Inc. will share specified information with government departments in order to meet Agreement requirements.

TESSA Inc. will enable individuals to access their personal information on request, unless there are prohibitions by law or such would place an individual in danger.

Information storage

TESSA Inc. will store and treat securely and confidentially all information collected.

TESSA Inc. will dispose of any information no longer required in a secure manner.

2 Authorisation

This policy was approved by the Therapeutic Engagement Support Services Association Inc. Board of Directors on 17 July 2019.

Robyn Webb
Chair

Jane Weston
Company Secretary