



# Good Samaritan INDUSTRIES

## PROTECTING YOUR PRIVACY

Good Samaritan Industries is bound by the National Privacy Principles contained in the Privacy Act 1988 (Commonwealth) and is committed to ensuring the privacy of any sensitive or other personal information that you provide to us. We understand that respect for your privacy is an important factor in holding your trust and developing an ongoing relationship with you.

The following information is a summary of our policy for the protection of your privacy. If you would like a full copy of the policy, please contact the Operations Manager. (see contact address details on reverse) or visit our website at [www.goodsamaritan.com.au](http://www.goodsamaritan.com.au)

### Your Information

Information held by Good Samaritan Industries may include:

**Sensitive Information** - any information relating to your health or disability.

**Personal Information** - your name, address, telephone number, job title (where applicable), resume and donation/support history.

### How we collect information

Sensitive information is collected from clients through the following sources:

On the telephone, personal enquiries, and Application for Registration Forms (Options Employment).

Personal Information is collected from:

Employment application forms, telephone, internet, email and corporate correspondence.

### How we use your information

We collect and use sensitive and personal information with your consent for the purpose of providing employment and training services to individuals with a disability, and to enable us to elicit support to fund our operations. We are also required to collect sensitive information for the Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) and the Department of Education, Employment and Workplace Relations (DEEWR) for Government reporting purposes.

We also collect and use personal information for marketing purposes. If you do not wish to receive marketing material from us, please contact our Executive Assistant.

### Who do we disclose information to?

Sensitive and personal information is not disclosed to any other person except with your consent or at your direction, or when the required by law.

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## Is your information updated?

Sensitive information is continually updated, as are client files. This information must also be updated once a year for census purposes.

Personal information is updated when new information about an existing contact is received.

## Storage and update of information

Personal and sensitive information provided by you is stored in both hard copy files and on our secure computer database which can only be accessed by authorised staff.

Sensitive information is updated as new information about a client is received.

De-registered client information is destroyed after 7 years.

Employment application information (for unsuccessful applicants only) is shredded after 3 months. Personal information is updated as new information is received.

## Accessing your information

You have a right to access all personal and sensitive information that we collect and hold about you. This general right may be restricted by the exceptions outlined in the National Privacy Principles.

Please contact our Operations Manager at the contact address listed below if you wish to access your information. For clients of Options Employment, please contact your Options Employment Site Co-ordinator. This information will be provided free of cost.

If you become aware of any errors or omissions in respect of your personal information, please advise our Operations Manager so that it can be corrected or removed.

## Complaints

If you think that your privacy has been interfered with or that we are breaching our obligations in relation to your privacy, you can make a complaint directly to our Operations Manager at the contact address below. If you are not satisfied with our response, we will advise you of the other options that are available for proceeding with your complaint.

## How to contact us

If at any time your details change, you have any questions regarding this Privacy Policy or you would like to know more information about the way Good Samaritan Industries manages your personal or sensitive information, please contact our Operations Manager:

**Address:** Good Samaritan Industries  
47 Magnet Road, Canning Vale WA 6155

**Telephone:** (08) 9463-0500

**Facsimile:** (08) 9455-3300

**Email:** [info@gsi.org.au](mailto:info@gsi.org.au)

**Web:** [www.goodsamaritan.com.au](http://www.goodsamaritan.com.au)