

# PRIVACY POLICY



## **Our commitment to privacy**

Sunnyfield is committed to comply with the Privacy Act 1988 (Cth) and other laws which specify how organisations may gather and use personal information.

A description of the way in which we collect, hold, use and disclose personal information is set out in our full Privacy Policy, which complies with the Australian Privacy Principles (APPs). Our full Privacy Policy is available at [www.sunnyfield.org.au](http://www.sunnyfield.org.au). Sunnyfield staff may also access the Privacy Policy from the Sunnyfield intranet.

## **How we deal with personal information**

We collect personal information to allow us to provide key services and keep people informed. The types of information collected can include contact details, date of birth, medical details, bank details, driver's licence details, and employment information.

We collect information about clients, guardians, families and friends of Sunnyfield as well as other relevant parties. In most circumstances we collect this information directly from the person to whom it relates. Sometimes we collect information from public or third-party sources.

The information Sunnyfield collects is only used, held and disclosed for limited purposes and in compliance with the law, the APPs, and the terms of our Privacy Policy.

## **Contacting us about privacy issues**

For further details, to access the personal information we hold about you, or to make a breach of privacy complaint, please refer to the Privacy Policy at [www.sunnyfield.org.au](http://www.sunnyfield.org.au) or contact Sunnyfield's Privacy Officer [privacy@sunnyfield.org.au](mailto:privacy@sunnyfield.org.au)

