

Confidentiality Policy

Policy statement

EPTS collects and stores information so it can provide a safe working environment, high quality services and meet its legal requirements.

EPTS manages personal information in accordance with relevant legislation and disposal guidelines.

This policy supports EPTS to apply National Standards Disability Services: Standard 1: Rights and into the future, National Disability Insurance Scheme Practice Standards: 1. Rights and Responsibilities (Privacy and Dignity); 3. Provision of Supports (Access to Supports)

Scope

This policy applies to all staff, contractors, volunteers or students/trainees. It includes confidentiality of information about the people EPTS support and the people who work with EPTS. The Board is responsible for this policy.

Principles

Personal information is collected with consent and is used where the information is needed to provide services and meet compliance requirements.

Information is protected from misuse, loss and unauthorized access.

Information not needed by EPTS is destroyed as soon as practicable in a way that complies with all legal and compliance requirements. Reasonable steps are taken to ensure information is complete, current and accurate. Personal information is only ever released if required by law, agreed to through the informed consent of the individual or if a person requests to see their own personal file. Personal information will not be disclosed to other parties or used for direct marketing without permission

Key actions/Procedures

People will be provided with this policy when they first use EPTS services. The owner of EPTS will provide the policy at the first meeting with the person and ensure they have understood it. This action is recorded on the person's file. All staff are required to ensure objective, detailed, accurate and up-to-date records and information are maintained to meet legal, contractual and mandatory reporting requirements. All requests for correction are processed in conjunction with privacy legislation as soon as practicable. Information about a person sent or received via email is recorded in their file by the officer sending or receiving the email. Staff who are authorized in their role to access personal information must not share their passwords and logins with others and sign a confidentiality agreement advising that they will take all reasonable steps to ensure information is protected from misuse, loss and unauthorized access.

The owner of EPTS administers secure access to electronic records.

In some circumstances access to personal information may be denied. There may be real concerns that access to certain information could pose a serious threat to the life, health or safety of an individual, or to public health or public safety or have an unreasonable impact on the privacy of other people. The owner of EPTS will consider all the circumstances and make this decision. Where access to information is not provided, the owner of EPTS will provide a formal response explaining why access has been denied. Complaints about perceived or suspected breaches of privacy will be dealt with using the Feedback and Complaints Policy and Procedure

Definitions

Confidential Information: any information that identifies a person

Informed consent: voluntary agreement and/or action where the person making the decision has appropriate information, understands the consequences of the decision and capacity to make the decision

Related policy and procedures

List other organizational policies related to this matter
Confidentiality Agreement

Related legislation and standards
Carers' Recognition Act 2004
Disability Services Act 1993 (WA)
Equal Opportunity Act 1984 (WA)
Fair Work Act 2009
NDIS Act 2013
National Standards for Disability Services
NDIS Quality and Safeguarding Practice Standards 2018
Privacy Act 1988

Approvals

I understand the policy stated above

Guardian Signature.....