

PRIVACY COLLECTION STATEMENT

DOCUMENT NO: POL00109
AUTHORISED BY: CEO
ISSUED TO: All Personnel



This Policy Document describes the management system used by the James Milson Village and incorporates the requirements of Accreditation and relevant legislation. It contains operational flowcharts and references to resources to assist the user to fulfil the organisation’s motto of *‘Providing commitment, respect, care and support’*.

1.0 PROTECTING YOUR PRIVACY

James Milson Village is committed to protecting your privacy and to ensuring we can provide you with the best possible care and services. We are bound by the Privacy Act 1988 (C’wealth) (the Privacy Act) and the Australian Privacy Principles.

This Privacy Collection Statement should be read in conjunction with our Privacy Policy which contains detailed information on how we protect your privacy, including the way in which we may collect, use and disclose your information.

A copy of our Privacy Policy is available on our website or from James Milson Village Administration. We will provide a copy of our Privacy Policy to you when you first enter the Village and before we start providing services to you.

2.0 COLLECTION OF INFORMATION

We collect personal information about individuals directly from the individual or their legal representative. We will only collect information for a purpose that relates directly to our functions and activities as an aged care provider. We understand that you may not want to provide some information to us. The information we request of you is relevant to providing you with the care and services you need. If you choose not to provide us with some or all of the information we request, we may not be able to provide you with the care and services you require.

For more detailed information, please refer to our Privacy Policy.

3.0 USE AND DISCLOSURE

We will use and disclose your personal information only for the purpose for which it was collected or for any other purpose that is otherwise directly related to our functions or activities as an aged care provider or otherwise permitted at law.

Please refer to our Privacy Policy for more detailed information.

Document	Version	Status	Business Owner	Date	Next Review
POL00109	1	Final	Business Support Services	June 2017	June 2019

3.1 Access and Correction of Information

Our Privacy Policy also contains detailed information on how you may access the personal information we hold about you and how you can seek to have your personal information corrected.

3.2 Overseas Recipients

We will not disclose your information to overseas recipients. If we do, we will take all steps that are reasonable in the circumstances to ensure that the overseas recipient does not breach the Australian Privacy Principles.

3.3 Making a Complaint

If you wish to make a complaint about the way we have managed your personal information you may make that complaint verbally or in writing by setting out the details of your complaint to any of the following:

- 1) Chief Executive Officer:
Phone (02) 9346 1505
Email ceo@jamesmilsonvillage.com.au
- 2) Quality & Systems Manager:
Phone (02) 9346 1500
Email gsm@jamesmilsonvillage.com.au
- 3) Office of the Complaints Commissioner:
Phone 1800 550 552
Website www.agedcarecomplaints.gov.au
- 4) Office of Australian Information Commissioner:
Phone 1300 363 992
Website <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>

How to Contact Us

If you have any questions in relation to privacy or how we manage your personal information, please contact us on (02) 9346 1500. Alternatively, you can email:

admin@jamesmilsonvillage.com.au

Document	Version	Status	Business Owner	Date	Next Review
POL00109	1	Final	Business Support Services	June 2017	June 2019