

Privacy and Confidentiality Policy

This policy acknowledges that individuals being advocated for by Independent Advocacy SA Inc. have the right for their privacy to be respected and their personal records and information maintained in a confidential manner. Collection of personal and private information will be guided by the Social Advocacy Policy, will underpin the best interests of the person, and will help to build a broad, meaningful understanding and knowledge of the person being advocated for to positively inform, support and strengthen the advocacy.

Individuals and/or their allies will be asked to sign a *Consent to Release Information Form* as appropriate, and when meaningful. Personal information will be collected and released in a manner that is loving towards, and respectful of, the dignity and privacy of the individual.

Individuals being advocated for may request access to their personal files. Independent Advocacy SA Inc. will ensure that personal information collected is kept private by:

- having policies (e.g. Privacy and Confidentiality policy and the Social Advocacy Policy) which all employees and Management Committee members of Independent Advocacy SA Inc. are informed about, and make a commitment to adhering to;
- using office procedures that protect privacy, including locking away personal files in the individual advocate's personal filing cabinet;
- ensuring that any personal information kept on computer will be kept in files accessible only by password;
- only using anecdotes and personal stories in public documents, public venues submissions etc. with the authority of the individual (or their allies) and only using this information in a manner that is loving of and respectful of the dignity and privacy of the individual; and
- otherwise treat private and personal information in accordance with the law

Independent Advocacy SA Inc. will keep the personal information of adults in files for a period of at least seven years after a file has been closed. Independent Advocacy SA Inc. will keep the files of anyone under the age of 18 until they turn 21. Individuals can request a copy of their file when Independent Advocacy SA Inc. ends its advocacy involvement. An Independent Advocacy SA Inc. worker will destroy all information in a confidential manner after the appropriate period has elapsed.

Signed..... .....
Chairperson

Reviewed..[8/10/14]
To be reviewed 18/10/2014

Associated Documents:

- Consent to Release Information Form
- Social Advocacy Policy
- Striving to Obtain Consent

Relevant National Disability Standards

- Standard 4 – Privacy Dignity and Confidentiality
- Standard 7 – Complaints and Disputes