

## Privacy Policy

### Introduction / Purpose

Intelife is committed to respecting and protecting the privacy of individuals by upholding privacy legislation and by dealing with information in a manner that is consistent with the Australian Privacy Principles, the NDIS Practice Standards and the NDIS Code of Conduct.

The purpose of this policy is to acknowledge Intelife's obligation in regard to privacy and the way in which individuals' information is handled and dealt with by Intelife.

The Commonwealth [Privacy Act 1988](#) sets out requirements for collecting, storing, using and disclosing personal information. It also sets out additional rules and higher standards for collecting and handling sensitive personal information.

The [NDIS Code of Conduct](#) extends these privacy rights to include the right of people with disability to have their services delivered in a dignified way that maintains personal privacy.

### Scope

This policy has application to all individuals whom Intelife engages with including prospective, current and exited staff, volunteers, participants and clients.

### Policy Statements

Intelife recognises the essential right of individuals to have their information administered in ways which they would reasonably expect and be protected from unauthorised access or disclosure.

Intelife acknowledges that privacy is a fundamental human right that underpins freedom of association, thought and expression as well as freedom from discrimination.

Intelife supports the promotion of information to individuals that advises them of how the organisation collects and administers a range of personal and sensitive information for the purposes of employing staff and providing supports and services.

Intelife has obligations under the *Privacy Act 1988* and regards being open and transparent about how the organisation handles information is essential for trust.

The Privacy Act includes [13 Australian Privacy Principles \(APPs\)](#). These are the cornerstone of the privacy protection framework in the *Privacy Act 1988* and Intelife acknowledges these principles govern how information handling practices need to be incorporated into the organisation's operations.

Intelife will work to ensure the privacy and dignity of people with disability is respected and protected. Service delivery practices will ensure each person is advised of confidentiality in a way they can understand and provide consent to what information will be collected, and why.

Intelife maintains a separate privacy policy for website online engagement ([QA 601](#)).