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## 2.2 PRIVACY POLICY

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### 1. Purpose

Explain Western Desert Nganampa Walytja Palyantjaku Tjutaku Aboriginal Corporation's (WDNWPT) policies and practices related to the collection and use of personal information. It provides information on:

- The kind of information WDNWPT collects, how and why we collect it and how we use it
- The ways in which this information may be disclosed
- How we protect personal information held by WDNWPT
- How an individual can access their personal information held by WDNWPT

### 2. General Information

Personal information is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained by that information. WDNWPT's collection and management of personal information is governed by the Australian Privacy Principles (APPs) under the *Privacy Act 1988*.

### 3. Management of personal information

#### What sort of information does WDNWPT collect and why?

WDNWPT collects personal information that is necessary for the operations of the organisation and delivery of services to patients and customers. Some information is needed to perform the functions of the corporation, and some information we are required to keep to meet legal or compliance obligations.

Information collected by WDNWPT includes:

- Information required to provide services or inform records of services provided
- Human resource, payroll and other employee information
- Patient health records
- Customer information from sales including payment information
- Contact information provided by individuals for mailing lists

When requested we can explain how the specific information a person provides to us will be used, stored and if relevant disclosed.

Information provided to us for a purpose will not be used for a different purpose unless it could be reasonably be expected it would be used in this way at the time it was provided to us.

#### How do we collect and store information?

Personal information held by WDNWPT is collected in two ways:

- Provided specifically by an individual in the process of being provided with a service or product, or employment with the organisation.
- As a record of a service provided to an individual.

Personal information collected by WDNWPT is stored mostly electronically in folders with restricted access available only to individuals required to access it as part of their role within the organisation.

Personal information related to dialysis treatments provided by WDNWPT are stored securely in hard copy at 69 Flynn Drive Alice Springs.

All reasonable and practicable steps will be taken by WDNWPT to protect personal information held by the organisation from misuse, interference and loss, unauthorised access, modification or disclosure.

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**When do we share private information with third parties?**

Personal information may be shared with third parties in the following situations:

- When it is necessary to perform a function of the organisation and the sharing of the information could have been reasonably expected to occur at the time the information was provided. Examples would include providing payroll information to WDNWPT’s bookkeepers or the Australian Taxation Office
- As required to access service or support from an organisation external to WDNWPT, with the individual’s consent
- When it is required by law
- In reports to funding or regulatory bodies

**How can an individual access their personal information held by WDNWPT?**

Any person who has provided personal information to WDNWPT has the right to request access to this information. They also have the right to request correction to any information held by WDNWPT. WDNWPT will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete and up-to-date.

Request should be made in writing to:

WDNWPT Business Manager  
PO Box 5060, Alice Springs, NT 0871  
[businessmanager@wdnwpt.com.au](mailto:businessmanager@wdnwpt.com.au)

WDNWPT may reserve the right to withhold information where it is not covered by the Privacy Act.

**4. Privacy concerns or complaints**

Any concerns or complaints about the management of personal information by WDNWPT should be addressed to:

WDNWPT Business Manager  
PO Box 5060, Alice Springs, NT 0871  
[businessmanager@wdnwpt.com.au](mailto:businessmanager@wdnwpt.com.au)

WDNWPT will attend to all concerns and complaints promptly. Complaints are managed as per the WDNWPT Feedback and complaints policy and procedure.

**5. Related Documents**

- WDNWPT Code of Conduct
- Privacy Act 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Privacy Regulation 2013

**6. Document Approval**

Approved by: Sarah Brown, CEO  
 Signature:   
 Approval Date: 20 Nov 2014  
 Review Date: 20 Nov 2016

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