

## Policy Statement

As is the entitlement for all members of society, Breakaway Toowoomba Inc. (Breakaway) is committed to safeguarding the privacy, dignity and confidentiality of clients, families, significant others and workers. All information relating to a client's personal, or health information will be collected and managed in accordance with the Australian Privacy Principles, *Privacy Act 1988* and *Privacy Amendment (Private Sector) Act 2000* and the *Information Privacy Act (Qld) 2009*.

## Objectives

The objectives of this policy are:

- Breakaway will make available to workers and client's information about privacy rights and how to access or amend their personal information
- workers and clients are aware of their rights regarding privacy and confidentiality and are aware of the means to access or amend private information held about them
- client's information is received, recorded, accessed, and stored appropriately to maintain confidentiality and compliance with the *Privacy Act 1988* (as amended), *Information Privacy Act (Qld) 2009* and with any other Breakaway policies and procedures related to the collection, storage or other use of personal information
- any personal information collected is directly related to Breakaway employment, service provision or activities

## Scope

This policy should be read in conjunction with Breakaway's Privacy and Personal Information Management procedure.

This policy applies to clients, families and significant others who receive services from Breakaway.

Workers have a responsibility to uphold and respect the rights of all as they apply under the above listed legislation.

Chief Executive Officer  
**Breakaway Toowoomba Inc.**

