

Courtney Weir Therapy

B Psych Sc, M. Couns & Psych, AdvCert Clinical Play Therapy, Cert IV TAE

PACFA Clinical reg 23911

Registered Play Therapist and Supervisor- APTA

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Courtney Weir Therapy Privacy Policy

Overview

Courtney Weir Therapy is committed to complying with the Privacy Act 1988 and the Australian Privacy Principles 2014 (The Act) and the privacy provisions of all applicable legislation.

This privacy policy covers all personal information we hold, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from people through our office, over the phone and over the internet and in written, oral and digital formats.

Collecting information

When we collect personal information from an individual, we will ensure that we do so in a fair manner and that we let the individual know how to contact our organisation. We will only collect information that is necessary for one or more of our functions or activities. We will advise individuals or the purpose for which their personal information is collected.

If we collect sensitive information (as defined under the Act), we will treat it with the utmost security and confidentiality. We will ensure that it is not collected for any purposes, other than those for which we have obtained the individual's consent, unless the law requires otherwise, or other exceptional circumstances prevail as described under the Act.

Where an individual chooses not to provide requested information, we will advise that individual of what consequences this non-disclosure may have. For example, withholding certain information may limit our ability to provide relevant offers or services to individuals.

Disclosing information

We will only disclose personal information in accordance with the Privacy Act.

This means that personal information may be disclosed:

- For the purposes for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect,
- Where we have the consent of the individual to do so,
- As required by law, or

- Under other circumstances where permitted under the Act.

In the course of our business activities, we may need to disclose some of your personal information to relevant staff in future.

Unauthorised disclosure or access

As Courtney Weir Therapy is committed to protecting the privacy of individuals, we will view unauthorised disclosure of, or access to, personal information by our employees or contractors, as a serious breach of this policy. Appropriate action (which may include disciplinary or legal action) will be taken in such cases.

Opt- out

We will always provide clients with a nil-cost way of contacting us to register a request to “opt - out” from receiving communication.

Access to personal information

Individuals will be able to access their personal information upon request. However, Courtney Weir Therapy may occasionally need to deny access to information in accordance with the exemptions contained in the Act.

Security

Our goal is to protect the personal information collected by the Courtney Weir Therapy and its associations. Personal information will be managed confidentially and securely and destroyed appropriately when no longer required.

We will monitor and implement appropriate technical advances or management processes, to safeguard personal information.

Data Quality

We will take all reasonable steps to ensure that the data we collect, use or disclose is accurate, complete and up to date, and has been obtained directly from individuals or other reputable sources.

Mandatory reporting

Section 31 of the Children and Young People (Safety) Act 2017 ('the Act') states that various types of persons—teachers, social workers, prescribed health practitioners, police officers and other persons mentioned in Section 30 of the Act—must report that a child is, or may be, at risk if they have reasonable grounds to suspect this, and if they formed this suspicion during the course of their employment. These persons have an obligation to report their suspicion. In this guide, they are referred to as mandatory reporters. The report should be made to CARL. The identity of any person making a report to the Department for Child Protection via CARL is protected by the Act.

Privacy Inquiries

Privacy related inquiries or concerns can be directed to Courtney Weir Therapy courtneyweirtherapy@gmail.com or 0435 857 780.

Availability and review of Policy

We will make our privacy policy available upon request and will provide a link to this policy from our website.

This policy will be reviewed from time to time and any amendments will be incorporated into the updated policy.