

POL 0046
Website Privacy Policy

Responsibilities and Delegations	
The Policy Applies To	Committee of Management Administration Staff Support Workers Program Managers / Program Developers / Assistant Program Managers Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Administration Staff Support Workers Program Managers / Program Developers / Assistant Program Managers Senior Management Assistant Executive Director Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 2, Provider Governance and Operation Management – Information Management (Information Management) NDIS Practice Standards Core Module 2, Provider Governance and Operation Management – Risk Management (Financial Management)
Legislation	<ul style="list-style-type: none"> • Australian Human Rights Commission Act 1986 • The Equal Opportunity Act 2010 • Charter of Human Rights and Responsibilities Act 2006 • National Disability Insurance Scheme Act 2013 • NDIS Code of Conduct • NDIS Practice Standards • Privacy & Data Collection Act 2014 (VIC) • Information Privacy Act 1988
Contractual Obligations	<ul style="list-style-type: none"> • NDIS Terms of Business • Disability Services for Older Australians (DSOA) Program • Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none"> • Code of Conduct Policy • Compliments and Complaints Management Policy • Individual Needs Policy • Privacy Dignity and Confidentiality Policy • Valued Status Policy • Financial Management Policy
Organisational Related Forms / Documents	<ul style="list-style-type: none"> • Code of Conduct Diagram • Compliments and Complaints Register

POL 0046**Website Privacy Policy****Purpose**

The purpose of this policy is to provide clear, reasonable and responsible guidelines for the personal information of the users of Aurora Support Services website.

Aurora Support Services may share this personal information with each other and use it consistent with this Website Privacy Policy. We may also combine it with other information to provide and improve our services, content and advertising.

Aurora Support Services aim to promote a safe and non-intrusive website for all visitors of our website with the application of its Website Privacy Policy. The policy applies to all personal information provided.

Procedures**What Personal Information We May Collect**

- When you complete a Contact Form or participate in an online survey, we may collect information, from you including your name, mailing address, phone number, email address and contact preferences.
- When you may share information about your family and friends, we may collect the information you provide about those people such as name, mailing address, email address and phone number.

What we do with the Personal Information We May Collect

- The personal information we collect allows us to keep you informed on Aurora Support Services latest announcements and upcoming events.
- We also use personal information to help us develop, deliver and improve our services and advertising.

Disclosure to Third Parties

Aurora Support Services will not make personal information available to any third party for marketing purposes.

Protection of Personal Information

Aurora Support Services takes precautions – including administrative, technical and physical measures – to safeguard your personal information against loss, theft and misuse, as well as against unauthorised access, disclosure, alteration and destruction.

Aurora Support Services online services use a Secure Gateway on web pages where personal information is collected. Doing so protects the confidentiality of your personal information while it is transmitted over the internet.

Continuous Improvement

The IT Director is responsible for reviewing and updating this policy on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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