

## Confidentiality Policy (staff & volunteers)

It is the Policy of the Longbeach PLACE Inc. to respect everyone's right to privacy and confidentiality.

All staff and volunteers:

- Will treat all personal enquiries and confidences as confidential.
- When discussion with others is necessary, names will not be revealed unless permission has been given.

The following records will be kept in a secure and safe place. No information will be given without the person's written authority.

- Staff records.
- Tutor Records - telephone numbers and addresses.
- Student Telephone numbers, addresses, state of health.
- Student Records.
- Committee records.

All Staff and Volunteers must sign one of the forms below. This ensures confidentiality of information relating to all members of Longbeach PLACE Inc.

### CONFIDENTIALITY AGREEMENT

I \_\_\_\_\_

being an Employee / Volunteer at Longbeach PLACE Inc. undertake not to divulge, directly or indirectly, any information made known to me in my role at the centre except:-

1. To the Manager or President of Longbeach PLACE Inc. and then only if they deem the matter serious enough to breach this agreement.
2. If expressly authorised, permitted or required to be given under any Act or Law.
3. With the written consent of the person/persons involved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

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### Code of Ethics

I, \_\_\_\_\_ agree to abide by the Code of Ethics of Longbeach PLACE Inc. as

expressed in the following statements:

#### 1. Confidentiality

In line with the Victorian Information Privacy Act and the Longbeach PLACE Inc. Privacy Policy, I will not divulge any confidential information or private details regarding participants or personnel, of Longbeach PLACE Inc., to anyone outside the organization unless I have the permission of the person concerned.  
I will maintain confidentiality after my connection with Longbeach PLACE has finished.

#### 2. Impartiality

I will demonstrate impartiality to participants, regardless of factors such as race, creed, political views or lifestyles.

#### 3. Referral

I will refer participants to staff where the assistance they require falls outside of my role and/or expertise.

4. Advice

I will not give advice to participants unless I am a qualified counsellor and formally engaged in this role by the organization (incorrect or misleading advice can have legal implications).

5. Public Statements

I will not make public statements about Longbeach PLACE Inc, its personnel, politics or services without authority and permission of the Governance Committee.

6. Responsibility to Governance Committee

I will at all times be subject to the policies and decisions of the Governance Committee and any other rules or regulations that the committee may, from time to time, make current and operative. If the committee terminates my services, or for whatever reason I am no longer involved with Longbeach PLACE Inc., I will regard as binding upon me all pledges of confidentiality appropriate to my previous position as a member of the organization.

In the event of my contravening any of the provisions of this Code of Ethics the Governance Committee may terminate my services.

7. Tutor Addendum

In the event of termination of my services as a tutor or facilitator, I pledge not to contact students enrolled at Longbeach PLACE Inc. for the purpose of recruiting them into classes taught by myself, whether privately run or at another organization for a period of 2 years.

8. Acceptance of the Code of Ethics

I will subscribe to this Code of Ethics and agree to abide by the Longbeach PLACE Inc. Privacy Policy. I will upon appointment, and prior to the commencement of duties, sign this Code of Ethics and copies shall be retained by the Governance Committee.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Witness (name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Privacy policy

### 1.1 INTRODUCTION

This policy outlines how Longbeach PLACE Inc. uses and manages personal information provided to or collected by it. Longbeach PLACE Inc. is bound by the Information Privacy Act 2000 and the Health Records Act.2001. In this policy a reference to 'information' is a reference to both health information and personal information.

Longbeach PLACE Inc. may from time to time review and update this Privacy Policy to take account of new laws and technology, changes to the organisation's operations and practices, and to make sure it remains appropriate to the changing environment of community social support activities and adult learning.

### 1.2 PURPOSE

Longbeach PLACE Inc. has developed this privacy policy in line with the Victorian Information Privacy Act to ensure that:

- a. personal information is only collected where necessary to fulfil the organizations functions;
- b. those giving personal information are informed of the purpose of collection and how their personal information will be used;
- c. records containing personal information are kept secure and protected from loss or misuse;
- d. individuals are informed of the right to access their own personal information;
- e. permission is obtained from individuals before their image is used on publications or web sites.