

Privacy, Dignity and Confidentiality Policy

Introduction

The Board of Project Independence (PI) is committed to respecting the right of all residents to be afforded individual privacy, dignity, and confidentiality. Privacy and dignity include respect for a person's physical body, personal space, and belongings, living arrangements, and personal information shared with informed consent. Confidentiality is the right of a person to have their personal information kept private. People living at Project Independence properties have the same rights to privacy as all other members of society.

Purpose

The purpose of this document is to provide a framework for PI in dealing with privacy considerations.

Policy

Project Independence Responsibilities:

Confidentiality

PI collects and administers a range of personal information for the purposes of supporting residents to transition to independence. The organisation is committed to protecting the privacy of personal information it collects, holds, and administers. This includes photos and videos of individuals, which are treated as personal information (Privacy Act 1988). PI's privacy values are reflected in and supported by our core values and philosophies, and this policy which is compliant with the Privacy Act 1988 (Cth). The organisation has adopted the following principles as standards to ensure the confidentiality of each resident's personal information:

PI will:

- Only collect personal information that the organisation requires for its primary function.
- Ensure that stakeholders are informed as to why PI collects the information and how PI administers the information gathered.
- Use and disclose personal information only for PI's primary functions or a directly related purpose, or for another purpose with the person's consent.
- Store personal information securely, protecting it from unauthorised access.
- Provide stakeholders with access to their own information, and the right to seek its correction.
- Only use photos and videos of PI residents, family/carers and visitors with express consent from the individual concerned.



Dignity and Privacy

Respecting the privacy and dignity of each resident is in adherence with the NDIS Practice Standard- *Rights and Responsibilities, Privacy and Dignity*- “each participant accesses supports that respect and protect their dignity and right to privacy”. Dignity is the result of being treated with respect. It is often associated with a sense of self-worth, well-being or sense of purpose.

PI will:

- Respect the individuality and uniqueness of each resident.
- Always address each resident politely and with respect.
- Ensure a resident’s modesty and desire for privacy is respected.
- Respect a resident’s personal space and possessions.
- Not enter a resident’s unit or courtyard unless requested by the resident or in the case of an emergency.

Resident Responsibilities:

Residents must recognise and value the privacy, dignity and confidentiality of all other residents living at PI. All residents have the right to be valued and respected for themselves. All residents have the right for their possessions and private space to be respected.

Residents will:

- Treat other residents politely and with respect.
- Not enter any other residents’ premises or courtyards without their permission.
- Not access other residents’ belongings.
- Not interfere with common items.
- Not install any video or audio recording equipment that impacts on the privacy of other residents.

Parent/Carer Responsibilities:

Parents/Carers must recognise and value the right to privacy, dignity and confidentiality with respect to all residents living at PI. This includes:

- Treating all residents politely and with respect
- Not entering any residents’ premises or courtyards, including residents they care for, without their permission.
- Not to interfere with any resident’s belongings.
- Not install any video or audio recording equipment without the permission of the resident they care for and approval from the PI Boa



Photo Release Consent Form

Name: _____

Phone: _____

- I AGREE to have photos taken of me to be used by Project Independence as required.
- I DO NOT AGREE to have photos taken of me to be used by Project Independence.

How your photos may be used.

I give Project Independence the right and permission to use photos of me on the Project Independence Website, and Social Newsletter.

I understand that when any image is posted online, it is available for viewing by the public.

Signature: _____

Date: _____

Phone: _____

