

Your Privacy



**Disability
Information and Resource
Centre**

The Disability Information and Resource Centre (DIRC) is a non-government organisation and receives funding from the Department for Families and Communities and Arts SA.

The Director of DIRC can be contacted at: 195 Gilles St Adelaide 5000

Telephone: 8236 0555 TTY: 8223 7579 Website: www.dircsa.org.au

General Information

The Disability Information and Resource Centre collects relevant information from all registered service users, paid employees and volunteers. DIRC respects your right to privacy and has strict policies regarding confidentiality and the access to, and release of, personal information.

Accurate Information

We will ensure that information we collect about you is accurate but we will require you to inform us of any changes in your address or other personal details that are required for the provision of services, or by our funding bodies (refer to Disclosure of Information section).

If personal information is found to be inaccurate, reasonable steps will be taken to correct the information, in accordance with the Privacy (Private Sector) Amendment Act 2000.

Access to Information

Upon request, DIRC will provide you with access to information held about you by the organisation. This may be available informally or formally in accordance with Privacy (Private Sector) Amendment Act 2000.

Generally, personal files of staff and service users are not available for perusal by any person other than the individual concerned except with the written consent of the individual or their guardian, if appropriate.

Disclosure of Information

DIRC is required to disclose information about service users where:

- there is a serious and imminent threat to the health, welfare or safety of an individual, or
- for the investigation and/or reporting of unlawful activity, or
- as required or authorized by law (eg notifiable diseases and cases of suspected abuse).

DIRC is also required to release non-identifying information about service users to the Office of Disability and Client Services (Department for Families and Communities), Arts SA and to the Australian Institute of Health and Welfare, to enable statistics about community services and their clients to be compiled. This information is confidential and is used for statistical purposes only. It does not affect a person's entitlements or access to services.

Wherever it is lawful and practicable, service users have the option of not identifying themselves and not supplying personal information. However, service users should be aware that this might affect their access to some services, other than information services.