

# PERSONAL INFORMATION PRIVACY STATEMENT



- UNITED will protect the privacy of your personal information. We endorse fair information handling practices and use of information in compliance with our obligations under the Privacy and Data Protection Act 2014 (Vic).
- Personal information will be collected and used only for the intended purpose(s).
- UNITED respects and supports employees, volunteers, students, and sub-contractors right to privacy, confidentiality and access to personal information and will follow practices and processes for collecting, storing, and disclosing information that are in line with the requirements outlined in the following legislation:
  - *The Commonwealth Privacy Act 1998*
  - *The Victorian Information Privacy Act 2000*
  - *Victorian Health Records Act 2001*
  - *Freedom of Information Act 1982 (Vic)*
- This privacy statement explains how your personal information (being information capable of identifying you as an individual) will be treated. The practices outlined in this privacy statement are subject to any rights we may have to handle personal information in accordance with privacy legislation.

## Collection of your Personal Information:

The personal information we collect, whether in electronic or paper form, may include:

- Information provided in written forms that you submit to us, whether in person or through mail.
- Information submitted by you in paper-based surveys or questionnaires.
- Personal information, such as name, email address, and telephone number, that you provide in order for the organisation to manage the contractual relationship between UNITED and yourself.
- Any personal information collected on paper will be treated with the same level of care and confidentiality as electronic data. It will only be used for its intended purpose and will not be disclosed to any other party without your knowledge and consent unless required by law.
- If personal information is collected directly from you on paper documents, a specific privacy notification will be provided to inform you of its use and handling.
- UNITED will only use and disclose information for the primary purposes for which it was collected. You will be notified of these purposes at the time of collection and prior to a proposed disclosure.



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**Access or correction of Information:**

- You may request access to or correction of the personal information we hold in our possession.
- If you or your authorised representative wants to access your personal information, you will be required to complete a request form. Access will be granted within legislated timeframes.

**Security of Information:**

- We have implemented technology and security policies, rules, and measures to protect the personal information that we have under our control. Once any personal information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification, and disclosure.
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I \_\_\_\_\_ (please print name) acknowledge that I received a copy of this Personal Information-Privacy Statement and that I have read and understood it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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