**VISABILITY LTD**

**Privacy Safeguards Statement**

**Overview**

At VisAbility we respect, and are committed to protecting the privacy of all the individuals with whom we engage for the conduct of our service, business and related operations. We undertake to adhere to the Privacy Act 1988 and all related legislative instruments including the Australian Privacy Principles (APP) in the following ways.

**Data Collection**

* The amount and type of any personal information we solicit and collect will be sufficient only to carry out and support our: services; direct marketing; and fund-raising operations.
* For each person about whom data is collected, we will:
	+ endeavour to collect the information directly from the person; and
	+ tell the person if the information is collected from another source; and
	+ make every reasonable effort to obtain that person’s consent; and
	+ tell that person why we need the information.
* We will respect anyone’s choice to provide personal information that is either anonymous or under pseudonym. However, this may limit our capacity to interact with and/or deliver services to that person.

**Data Use**

* The personal information we collect will be held and used by us for the stated purposes only.

**Data Disclosure**

* In order to achieve the stated purpose, we will disclose personal information only where consent has been provided and/or where legally permissible.

**Data Security**

* We take all reasonable steps to secure and control the personal information we hold so that it is protected from misuse; interference and loss; unauthorised access; modification and disclosure.

**Data Accuracy**

* If we become aware that any personal information we hold is inaccurate, outdated, incomplete or misleading, we will take all reasonable steps to correct it.

**Data Retention**

* Personal information we hold that we do not need to retain for legal or any other purpose will be either destroyed or de-identified.

**Data Access**

* On request, we will provide to an individual his/her personal information as held by us. Depending upon the resources required to do so, we may charge a reasonable administration fee.
* Should we need to refuse a person’s data access request, we will provide a written reason and include information about how a complaint may be lodged.

**Privacy Safeguards Policy**

* Our full policy is available via our website and on request.

**Contact Us**

* We welcome any enquiries, concerns or complaints about our handling of personal information or our compliance with the Privacy Act. These may be conveyed in person, print, Braille or electronic format and directed to:

Chief Operating Officer

VisAbility Ltd

Mailing Address:

* PO Box 101

VICTORIA PARK WA 6979

Call:

* Phone: (08) 9311 8202
* Toll Free:1800 847 466 or 1800 VISION
* Email:
* info@visability.com.au

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