

THE FREEMASON'S HOMES OF SOUTHERN TASMANIA INC

7 BALLAWINNE ROAD LINDISFARNE
3 WELLINGTON STREET LINDISFARNE

We Respect Your Privacy

This information relates to all residents or prospective residents who may reside at either the aged care facilities situated at Ballawinne Road or Wellington Street Lindisfarne, or in our Independent Living Units located throughout southern Tasmania.

The *Privacy Amendment (Privacy Sector) Act 2000* came into force on 21st December 2001. The Act regulates the way that organisations, such as Freemasons' Homes of Southern Tasmania Inc, can collect, use, keep secure and disclose personal information, which it collects. This Act also sets strict privacy safeguards, which such organisations must observe in dealing with personal information.

Freemasons' Homes of Southern Tasmania Inc recognises the importance of privacy to our residents and respects the way in which personal information, which we collect, is utilised, recorded and disclosed. The Act prohibits any person from accessing, using or disclosing any personal information in the possession of Freemasons' Homes of Southern Tasmania Inc, except when performing their duties of providing care and in accordance with the relevant legislation.

Privacy Principles

The legislation includes National Privacy Principles and Freemasons' Homes of Southern Tasmania Inc is committed to upholding each of these principles. In accordance with these principles, Freemasons' Homes of Southern Tasmania Inc will need to collect personal information, which is essential for its operational purposes.

Freemasons' Homes of Southern Tasmania Inc believes that clear and open communication between the Home, our residents, their families and friends is essential to the privacy of residents. By being open about the information we collect, how we use it and store it and how we disclose it, we hope to eliminate any opportunity for surprises to arise.

Freemasons' Homes of Southern Tasmania Inc will also ensure that information collected is stored securely and only authorised personnel have access to that information.

Sensitive Information

Sensitive information (that is information regarding a resident's health, religious and political beliefs, sexual activities, professional or trade associations, union membership, or criminal record) will not be collected unless the individual has consented or collection is either necessary for their wellbeing, or required by law. Always, the resident will be made aware that

information will not be disclosed without their consent, unless required by law.

Under Mandatory Reporting Requirements established by the Federal Government and scheduled for implementation from 1st July 2007, any incident, or suspected incident, of physical assault, including unreasonable use of force, and/or unlawful sexual contact must be reported to the Police and the Secretary of the Department of Health and Ageing by Freemasons Homes within 24 hours. This report must be made, even if the resident does not give their consent.

Access To Your Records

Only authorised staff of Freemasons' Homes of Southern Tasmania Inc, representatives of the Department of Health & Ageing and the Aged Care Standards and Accreditation Agency and allied health professionals may have access to your records for the purpose for which the information was provided, or any other purpose allowed by the Act. No one else, other than the resident himself/herself, will be permitted to access records without the consent of the resident.

The client may withdraw their consent at any time.

Resolving Your Concerns

In addition to the above commitments which we give to our residents, Freemasons' Homes of Southern Tasmania Inc undertake to address any concerns and complaints regarding our use of personal information in a timely and constructive manner. If you have concerns regarding our gathering, storage, use or disclosure of personal information then please bring your concerns to our attention.

Consent Statement

Consent is relevant to most decisions regarding how your personal information is collected, used or disclosed. We therefore request you complete, and return, the attached Consent Statement, which will be used for gathering information relating to you.

Greg Burgess
Chief Executive Officer
26th February 2007