



Privacy and Confidentiality Policy

TBBCT will conform to both the *Australian Privacy Act (1988)* and the *Privacy and Information Protection Act (1998) NSW*, regarding the collection, use and protection of personal information of our clients and team members.

Policy Protocols

Confidentiality refers to the obligation of non-disclosure by this agency of personal information unless it has the informed consent of the person concerned.

TBBCT will ensure privacy and confidentiality by strict adherence to:

- collecting only the information required for service delivery;
- informing people of the purpose for collecting the information;
- providing individuals with access to their information held by TBBCT upon request;
- disclosing personal information to third parties only with the informed consent of the individual;
- securely storing clients' personal information; and
- destroying information in accordance with the *Archives Act 1983*.

There are certain circumstances in which TBBCT would be legalised obliged to disclose information:

- We have information that might lead to securing the apprehension, prosecution, or conviction of an offender who has committed a serious indictable offence we would need to report that to the police under the *Crimes Act (1900)*.
- To prevent or reduce a serious and imminent threat to the life or health of any person.
- To assist the NSW Coroners Office into an investigation into the death of a person as per the *NSW Coroners Act (1980)*.