

COMMUNITY ACCESSABILITY INC

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PRIVACY STATEMENT

Frequently asked questions about your information and privacy issues.

Who are we?

Community Accessability Inc is a not-for-profit organization, which provides services to frail/aged people and people with disabilities. We are one of several organizations in this region who work together in partnership to provide services to you.

What information do we need to collect about you?

We keep your name and contact details, as well as your date of birth and any other information needed to provide a quality service to you. This is the information you give us when you first register with Community Accessability Inc.

We will only use the information with your consent and you may withdraw your consent at any time.

Why do we collect information about you ?

The information we collect helps us provide the best service possible to you. We also use the information to help us plan and manage better services in the future and to demonstrate that we are providing the service we are funded for. We do not use your name or any other identifying information when we do this.

Who else sees this information?

Your information is only seen by the people who work in this organisation, who are directly involved in providing services to you. We only release information about you if we have your agreement, or if required by law.

What say do you have?

We rely on the information you give us to help us provide the service to you. If you choose not to give us the information we need, as is your right, it may affect our ability to provide you with the best service. However we only ask for information which we consider essential to the provision of our services. You have the right to withdraw your consent at any time.

How is your information protected?

The privacy of your information is protected by law and we are required to store your information securely and treat it with the strictest confidence. You are able to access your own information by making an appointment with the Manager of this service.

Any other questions?

If you have any questions or concerns about what happens to the information we collect, please call and discuss it with one of our staff.