Privacy at Mirabel

Purpose

Mirabel is committed to protecting the privacy of all families, supporters, volunteers and staff by protecting the privacy of personal information that we receive. Personal information is information which directly or indirectly identifies a person.

We collect and handle a range of personal information for the purposes of carrying out our services and recognise that much of the information that we handle is particularly sensitive.

Mirabel is bound by the Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2012 (Commonwealth), the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic).

Information collected

- Mirabel will only collect information necessary for providing our services
- Mirabel records short notes on all contacts with children and carers
- Mirabel will take steps to ensure the information we collect is accurate, complete, up to date, and relevant to the functions we perform
- Mirabel will allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis

Use of information & access

- Only approved Mirabel staff can access the information collected and it is only shared with others if the individual gives consent
- Certain demographic information may be shared with government departments and external agencies but this is given a unique code which de-identifies all private information
- We will use or disclose personal information if required to do so by law or if deemed necessary to prevent or lessen an imminent threat to the individuals or any individual's health, welfare or safety. We are committed to fostering a child safe culture and will share information where it is considered necessary to reduce risks to a child.
- Mirabel will provide individuals with access to their personal information on request by the individual, except where it is prohibited by law or places an individual in danger

Storage

- All the information Mirabel collects is securely stored and treated with the strictest confidentiality
- All reasonable steps will be taken to protect the information from unauthorised access
- Information will be archived in a secure manner and when no longer required it will be disposed of securely

Further information

- For further information regarding Mirabel's privacy processes, please contact the Mirabel office on ph: 03 9527 9422 or email mirabel@mirabelfoundation.org.au