

Wesley Health Management

Privacy Policy

PURPOSE:

1. To ensure Wesley Health Management maintains the privacy of personal information provided to Wesley Health Management from Staff and Clients.

SCOPE:

2. This document describes Wesley Health Management Privacy Policy. The Commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. Wesley Health Management is committed to the Australian Privacy Legislation in the way it collects, uses, secures and discloses personal information.

PROCEDURE:

3. We lawfully collect personal information that is necessary for our business to function. The information we collect and hold will depend upon the products and services requested and may include but not limited to:
 - a) Your name
 - b) Date of birth
 - c) Address
 - d) Contact details
 - e) Dob
 - f) Gender
 - g) Email address
4. Wesley Health Management use the information collected for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally Wesley Health Management will only use and disclose your personal information:
 - a) To establish and maintain your relationship as a customer of Wesley Health Management
 - b) To provide the products and services you have requested from Wesley Health Management
 - c) To administer and manage those products and services
5. Wesley Health Management policy statement for clients/candidates is available on the website and in the student handbook.

‘We will not disclose any information that we gather about our staff or clients to any third party. We use the information collected only for the services we provide. No staff or client information is shared with another organisation. If staff or client information is required by a third party we will obtain written consent from the relevant staff or client prior to release of any information’

Should staff or clients seek access to their information we have a documented procedure requiring authorisation before this can occur'.

6. Access to client/candidate personal information is available on application through the Training Manager of Wesley Health Management. Access to personal information will be controlled at all times. A person requesting the information will be accompanied for the entire time they are in possession of their personal information by the Training Manager of Wesley Health Management.