



Southwest Advocacy Association

Privacy Statement

Southwest Advocacy Association ("SWAA") is committed to meeting the requirements of the Information Privacy Act (2000) and the Health Records Act (2001). These two pieces of legislation govern the way we handle your information from collection through to disposal. More detailed information on the rights and responsibilities of both clients and SWAA is available in SWAA's Privacy Policy. A copy of SWAA's complete Privacy Policy can be made available upon request. The following is a summary of the key points of the Privacy Policy that are relevant to SWAA clients.

SWAA will:

- identify the primary purpose for the collection of information from you;
- collect only the information required for this purpose*;
- not share this information without your consent, unless it is obliged to do so because of a threat to the health and safety of someone or because it is required to disclose the information by law*;
- provide you with access to your file on request, unless restrictions apply (see below);
- promptly correct file information if it is established that file content is inaccurate;
- keep your file in a secure place; and
- destroy your file in accordance with statutory requirements.

SWAA reserves the right, given to it under legislation, to restrict your access to information in your file because that access may:

- unreasonably affect the privacy of other individuals;
- pose a serious threat to the health or safety of any person;
- expose information, given in confidence, by a third party;
- be unlawful because other legislation requires SWAA to withhold information; or
- prejudice a law enforcement function by a law enforcement agency.

I acknowledge that I have read this statement and agree to the disposal of my file in accordance with statutory requirements without being notified at the end of the statutory holding period.

Client..... (Please print full name)

Signed Date

Advocate..... (Please print full name)

Signed Date.....

*Statistical information will be collected to meet relevant funding body requirements and for research and analysis purposes as allowed for under both Acts. Importantly this information is maintained in a manner which ensures that it cannot be identified with you or your file.