

Privacy Policy

ABA FOR CHANGE PTY LTD is bound by and complies with the [Privacy Act 1988](#) and [Privacy Regulation 2013](#), as well as all other applicable privacy laws, acts, and regulations. The following document outlines information pertaining to the manner in which ABA FOR CHANGE PTY LTD may collect, store, use, and disclose, personal and clinical information.

What information is collected and stored?

ABA FOR CHANGE PTY LTD will collect personal information and sensitive or clinical information prior to the commencement of services and throughout service provision, where necessary. ABA FOR CHANGE PTY LTD will collect information pertaining to but not limited to:

- Basic demographic information such as name, birthdate and residential address
- Clinical information, including diagnoses, medical conditions, prior services and assessment, behaviour-specific data, and video recording for specific purposes

Personal information that is obtained from third parties or someone other than yourself will only be attained after consent has been provided, or if required or authorised by law, or if it is unreasonable or impractical to obtain the information directly from yourself.

Why is personal and clinical information collected?

- ABA FOR CHANGE PTY LTD collects and stores personal and clinical information for but not limited to the following purposes: In order to assess, record, maintain, and improve the individual's health, safety, and personal independence
- In order to ensure that the individual accesses the contracted services provided by ABA FOR CHANGE PTY LTD
- In order to provide therapeutic support toward treatment of an individual's disability
- In order to monitor and review an individual for the purpose of monitoring, management, and funding of services.

How is the information stored?

ABA FOR CHANGE PTY LTD uses a range of measures in order to maintain secure storage of records and information:

- 2-step password verification for storage of electronic information and records
- Paper copies of documents are stored in locked filing cabinets or shredded once stored electronically
- Documents that require transportation from the office to other settings (e.g. home setting) are not left unattended in a car.

How may information be used or disclosed?

Personal and clinical information is used and disclosed by ABA FOR CHANGE PTY LTD for the primary purpose for which the information was collected.



Disclosure of personal and clinical information will be shared internally, with external third-party health or education professionals, or external accountant only with prior consent. Information may be disclosed without consent if required or authorised by the law.

Can I access my personal and clinical information?

Individuals have the right to access their personal information and request changes to information that is inaccurate, out of date, or incomplete. Requests for information may be made by the individual or someone who is authorised to do so on the individual's behalf (e.g. parent, primary caregiver, legal guardian). The requesting individual will be required to provide proof of identification prior to the request being processed. Depending on the complexity of the request the information may not be provided immediately, however access will be provided within a reasonable timeframe.

Changes to Privacy Policy

Changes to ABA For Change PTY LTD Privacy Policy may be made at any time without notification to clients of ABA For Change PTY LTD. If Privacy policies change to collect information not outlined in previous Privacy Policy, only information collected from the time of the policy change will utilize updated policy measures.