

## Privacy Statement

No Limits Community Services (NLCS) strongly believes that the right to privacy of people who use our services must be respected and we embrace the National Privacy Principles, the Information Privacy Principles, the Health Privacy Principles and the Commonwealth and Victorian information privacy laws.

NLCS has therefore developed a written Privacy Policy which describes how we manage information we have collected about our customers and other persons dealing with us in order to provide services to people with disability.

The Privacy Policy outlines what:

- guides NLCS when we collect personal information
- NLCS must do before it can use or disclose personal information
- choices customers have when providing NLCS their personal information
- rights customers have to access and correct their personal information
- rights customers have to complain about NLCS's handling of personal information

If you would like a copy of our policy, access your personal information or make a complaint about a privacy issue, please contact us in any of the following ways:

- In Person or Post: The Greenhouse, Level 1, 797 Plenty Road, Melbourne, Vic 3752
- By Phone: via The Greenhouse Reception on (03) 9422 5470
- By Email: [admin@nolimitscommunity.org](mailto:admin@nolimitscommunity.org)
- NLCS Website: Complete the 'Contact Us' online form located on our website

This document is uncontrolled when printed, please refer to the Policies and Procedures Portal for the current controlled version

Accountable: Leadership	Effective Date: <b>18 Aug 2020</b>	Review Date: 18 Aug 2023
Responsible: Board	Revision Number: 1	Page 1 of 1