



## PRIVACY AND CONFIDENTIALITY

WRTS Australia is committed to the transparent management of personal and health information about our clients. We collect information to provide you with the highest level of service. We use this information to develop your service, share with other professionals and engage with funding bodies such as NDIS, all with your consent.

We use Mindbody as our Customer Records Management and Jotform system to store your account details and documents. For more information on Mindbody's privacy policy please see: <https://company.mindbodyonline.com/legal/privacy-policy> For Jotform's Privacy Policy, please see: <https://www.jotform.com/privacy/>

This commitment includes protecting the privacy of personal information, in accordance with the [Australian Privacy Principles \(APPs\)](#) set out in the [Privacy Act 1988 \(Cwlth\)](#) amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cwlth) and in accordance with the [Privacy Policy, Department of Human Services](#), endorsed June 2002 (amended August 2005) (Vic), the Health Records Act 2001 (Vic), the Information Privacy Act (2000) (Vic), and the Freedom of Information Act 1982 (Cwlth).

Prior to engaging with one of our NDIS services, we will send you a welcome pack which includes our consent form to collect your data and consent on who we can share this data with. You have the right to withdraw this consent at any time.

If you have any questions about your privacy and confidentiality please contact our Management team on [info@werockthespectrumbaustalia.com](mailto:info@werockthespectrumbaustalia.com)

If you are concerned about a breach of your data and confidentiality and WRTS has not been able to alleviate your concerns the next step available to you is to write to the Office of the Victorian Information Commissioner Email: [privacy@cpdp.vic.gov.au](mailto:privacy@cpdp.vic.gov.au)  
Phone: 1300 666 444 or through the online form available [here](#).