



## **PRIVACY COLLECTION STATEMENT**

### **Protecting your privacy**

Old Colonist's Association of Victoria is committed to protecting your privacy and to ensuring we can provide you with the best possible care and services. We are bound by *Privacy Act 1988* (Cth) (**Privacy Act**), Privacy Protection Act, the Australian Privacy Principles (**APPs**), the *Retirement Villages Act 1986* (VIC) (**Retirement Villages Act**), the *Retirement Villages Regulation 1998* (VIC), the *Aged Care Act 1997* (Cth) (**Aged Care Act**) and *Aged Care Principles*.

We are an aged care provider under the Aged Care Act and a retirement village operator under the Retirement Villages Act.

This Privacy Collection Statement should be read in conjunction with our Privacy Policy which contains detailed information on how we protect your privacy, including the way in which we may collect, use and disclose your information.

A copy of our Privacy Policy is available on our website or at our village. We will provide a copy of our Privacy Policy to you before you move into the village.

### **Collection of information**

We collect personal information about individuals directly from the individual or their legal representative. We will only collect information for a purpose that relates directly to our functions and activities as an aged care provider or a retirement village operator. This means that from time to time we may need to collect information from you about your health and care needs. We understand that you may not want to provide information to us. The information we request of you is relevant to us providing you with the care and services you need. If you do not provide the information we request, we may not be able to provide you with the care and services you require.

Even if you do live in the retirement village and do not obtain care or services from us, we may still need to obtain health information from you if this information is relevant to a consideration as to whether you are able to live independently in your unit in the village. If you choose not to provide us with some or all of the information we request, we may not be able to provide you with the care and services you require and we may need to seek external advice about your ability to live independently.

For more detailed information, please refer to our Privacy Policy.

### **Use and disclosure**

We will use and disclose your personal information only for the purpose for which it was collected or for any other purpose that is otherwise directly related to our functions or activities as an aged care provider or otherwise permitted at law.

Please refer to our Privacy Policy for more detailed information.

### **Access and correction of information**

Our Privacy Policy also contains detailed information on how you may access the personal information we hold about you and how you can seek to have your personal information corrected.



### **Consent**

We require your consent to collect, use and disclose your personal health information so that we are able to provide you with care and services you require. By signing this document, you are giving us consent to collect, use and disclose your personal information (including health information) in accordance with this document and our Privacy Policy. If we intend to use your health information for any other purpose, we will seek further consent from you.

### **Overseas recipients**

We will not disclose your information to overseas recipients. If we do, we will take all steps that are reasonable in the circumstances to ensure that the overseas recipient does not breach the Australian Privacy Principles.

### **Making a complaint**

If you wish to make a complaint about the way we have managed your personal information you may make that complaint verbally or in writing by setting out the details of your complaint to any of the following:

- (i) **Resident Coordinator (Rushall Park & Braeside Park)** on Phone: 9481 9300  
Fax: (03) 9482 4215 Email: [rozi@ocav.asn.au](mailto:rozi@ocav.asn.au)  
**Resident Coordinator (Leith Park & Currie Park)** on Phone: 9433 1100  
Fax: 9432 3199 Email: [karene@ocav.asn.au](mailto:karene@ocav.asn.au)
- (ii) **General Manager, Old Colonists' Association of Victoria** on Phone 9481 9300  
Fax: 9482 4215 Email: [admin@ocav.asn.au](mailto:admin@ocav.asn.au)
- (iii) **Office of Australian Information Commissioner**



**How to contact us:**

If you have any questions in relation to privacy or how we manage your personal information, please contact us on (03) 9481 9300. Alternatively, you can e-mail: [admin@ocav.asn.au](mailto:admin@ocav.asn.au).

By signing below, I acknowledge that:

- I have read the information above and understand the reasons for why my information must be collected;
- I understand that I am not obliged to provide any information requested of me, but failure to do so may prevent me from receiving care and services that I require;
- I am aware of my rights to access the information collected about me, as outlined in the Privacy Policy;
- I am aware of my right to request access to my information;
- I am aware of my right to amend my information if I believe is incorrect;
- I am aware of the complaints procedure set out above; and
- I understand that if my information is to be used for any other purpose other than that set out above, my further consent will be obtained.

---

Name

---

Signature

---

Date