

Privacy Principles

CMCS's privacy and confidentiality policy and procedures are based on the following set of principles.

- We only collect personal information that is required by law, funding bodies, or to provide our services successfully.
- We inform when and why personal information is collected and to whom else it is usually disclosed.
- We only collect sensitive information, such as health information, with consent unless necessary to prevent harm to life or health.
- We collect personal information directly from the individual unless they are a minor, under guardianship or has given consent for someone else to provide the information.
- We will ensure that information we hold is accurate, up-to-date and complete.
- We will protect records from loss, unauthorised access, misuse, modification, and disclosure and will ensure its appropriate disposal.
- We will provide access to private records to whom the record is about.
- We will allow people to correct any wrong, incomplete, or misleading personal information we hold.
- We will not use information for any other purpose except with consent unless necessary to prevent harm to life or health.
- We will not disclose information to any other person or organisation without consent unless necessary to prevent harm to life or health or is lawfully required.
- We only use client identifying codes if necessary and do not use the same codes as other agencies.
- Clients have the option of not identifying themselves if preferred.
- We will take all reasonable steps to de-identify health information before it is disclosed for data collection or research purposes.