



## **At TOMNET We respect and Care About**

# **YOUR PRIVACY**

### **Your Privacy and TOMNET**

Established in 2001, TOMNET is a not-for-profit community organisation that offers a range of support services for older men. TOMNET provides high standards of support services for older men who live in the general community. Support is offered according to the need and our ability to meet each individual requirement.

TOMNET recognises that privacy is important. We are committed to ensuring that personal information is treated with respect and the utmost care.

TOMNET operates in accordance with statutory obligations and various Acts of parliament. In order to undertake service provision, personal information is collected directly from individuals with their knowledge and written consent. We only collect information that is relevant and necessary to our business.

This may include contact details, personal details and where relevant health information.

### **About Our Privacy Policy**

TOMNET openly embraces the National Privacy Principles contained in the Privacy Amendment (Privacy Sector) Act . TOMNET has a Privacy Policy which details the collection, use and storage of personal information as it applies to:

- **Clients**
- **Members**
- **Employees**
- **Volunteers**

A copy of this policy is available on request.

TOMNET does not sell or trade personal information relating to clients, service users, staff or volunteers.

In some circumstances, where necessary as required by law, or for continuation of services, employment, etc, personal information may be shared with consent or forwarded to another like-agency.

Communications about our services and business may be distributed from time to time. Notify us at any time if you do not want to receive this information.

## Security and Access

TOMNET does not retain personal information when of no further use and disposes of it in a confidential manner. Access to personal information is restricted to staff and Management Committee members who require such access in order to efficiently manage and administer the services required and to ensure effective internal business operations.

TOMNET is committed to ensuring that data collection is secure, accurate and current. We require notification of any change to personal information so our records are up to date.

Individuals may access their personal information by making an application to TOMNET. Information found to be inaccurate or incomplete will be corrected within five working days.

At the time of application, TOMNET requires the completion of a "Consent to Collect/Disclose Information" form. Failure to supply personal information as requested may limit access to service, employment or volunteer opportunities.

## Personal Information

### Service Users

During your association with TOMNET, personal information will be used to make decisions about the provision of appropriate support services to meet each individuals specific needs.

### Staff and Volunteers

On application, a form is to be completed by new staff and volunteers to collect necessary personal information.

You may, at any time, withdraw your consent for the use and disclosure of personal and/or health information. We do not collect or hold financial information relating to individuals financial affairs.

In accordance with the Privacy Amendment (Private Sector) Act, some employment information is exempt from the provisions of the Act. This information will only be used for appropriate purposes and will not be disclosed to external parties.

## We'd Like To Hear From You

We regard privacy as a right not a privilege and will endeavour to do all that we can to respect the trust placed in us by individuals.

Please notify us if you have any queries or concerns or would like to know more information about the way we manage personal information.

## Contact:

The Manager and/or The President

**The Older Mens Network Inc.**

**223 Hume Street Toowoomba Qld 4350**

Postal: PO Box 7801  
Toowoomba South Qld 4350

Phone: **07 4638 9080**

Fax: **07 4638 9084**

Email: [admin@tomnetinc.org](mailto:admin@tomnetinc.org)

Website: [www.tomnet.org.au](http://www.tomnet.org.au)

*More information on the Act and the National Privacy Principles is available from the Office of the Federal Privacy Commissioner or on the Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au)*