



PRIVACY POLICY

We respect your privacy

Support Genie respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information. Personal information is information we hold which is identifiable as being about you.

Each participant is advised of confidentiality policies using the language, mode of communication and terms that the participant is most likely to understand.

Support Genie refers to and complies with the National Disability Insurance Scheme (NDIS) Information Handling Operational Guidelines as accessed through the following link: <https://www.ndis.gov.au/about-us/operational-guidelines/information-handling-operational-guideline>. Support Genie refers to and complies with the guidelines accessed through the following Office of the Australian Information Commissioner website <https://www.oaic.gov.au/>

Collection of personal information

We will, from time to time, receive and store personal information you enter onto our website, provide to us directly or give to us in other forms.

You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and deliver services. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.

Additionally, we may also collect any other information you provide while interacting with us.

How we collect your personal information

Support Genie collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

Use of your personal information

Support Genie may use personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.

Support Genie may contact you by a variety of measures including, but not limited to telephone, email, SMS or mail.

Disclosure of your personal information

Personal information is only supplied to a third party when it is required for the delivery of our services.

Support Genie may disclose personal information without your knowledge or consent in the case of an emergency where the life, health or security of an individual is threatened. We may also disclose personal information without knowledge or consent to comply with a warrant or court order, or as may otherwise be required or authorised by law.

We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.

Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia.

If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.

By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

Security of your personal information

Support Genie is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure. Support Genie will retain all documents in secure password protected electronic environment under a No Deletion Policy where all communication, records and transactions are retained permanently.

The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this privacy policy.

NDIS Auditing

National Disability Insurance Scheme (Approved Quality Auditors Scheme), Guidelines 2018 states that participant sampling methodology used under this Scheme is Opt Out sampling. This means we will need to advise all our participants that they are automatically enrolled into the audit process (i.e. they may be contacted by the audit team for interviews and/or have their files, records or plans reviewed to ensure compliance with the standard); and in the event that a participant does not want to participate in this audit process, we need to document and respect that decision, and communicate it to the approved quality auditor. The opportunity to Opt-in or Opt-out is within the consent form.

Data Breach Response

Data breaches can be caused or exacerbated by a variety of factors, involve different types of personal information, and give rise to a range of actual or potential harms to individuals and entities.

As such, there is no single way of responding to a data breach. Each breach will need to be dealt with on a case-by-case basis, with an understanding of the risks posed by a breach and the actions that would be most effective in reducing or removing these risks.

Support Genie will follow the following steps should a data breach occur:

Step 1: Contain the data breach to prevent any further compromise of personal information.

Step 2: Assess the data breach by gathering the facts and evaluating the risks, including potential harm to affected individuals and, where possible, taking action to remediate any risk of harm.

Step 3: Notify individuals and the Commissioner if required. If the breach is an 'eligible data breach' under the NDB scheme, it may be mandatory for the entity to notify.

(see <https://www.oaic.gov.au/privacy/guidance-and-advice/data-breach-preparation-and-response>)

Step 4: Review the incident and consider what actions can be taken to prevent future breaches.

Access to your personal information

You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us.

We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

Complaints about privacy

If you have any complaints about our privacy practices, please feel free to send in details of your complaints to Support Genie. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

Changes to Privacy Policy

Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Privacy Policy.

Website

When you visit our website, we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google AdWords. These ads may appear on this website or other websites you visit.

Third party sites: Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Support Genie is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

Records Retention

Support Genie is obliged to retain some NDIS records for a minimum of seven years from initiation or for seven years following the eighteenth birthday should the participant be a child at time of service. Support Genie however operates under a no destruction policy and all records will be retained indefinitely over the life of this and related entities. The Directors of Support Genie have responsibility for records management, retention and destruction.