



# SYDNEY EARLY INTERVENTION

**Sydney Early Intervention Pty Ltd**

## **Privacy Policy**

**Date: 8/3/2025**

### **1. Introduction:**

- This Privacy Policy outlines how we collect, use, disclose, and protect personal information.
- We are committed to safeguarding the privacy of children, families, and staff.

### **2. Collection of Personal Information:**

- We collect personal information that is necessary for providing our services, including names, contact details, medical information, NDIS information and emergency contact information.
- Information is collected through intake forms, consent forms, and direct communication with families.

### **3. Use of Personal Information:**

- Personal information is used to provide and manage our services, ensure the safety and well-being of children, and communicate with families.
- We may use personal information for administrative purposes, such as billing and record-keeping.

### **4. Disclosure of Personal Information:**

- We do not disclose personal information to third parties without consent, except as required by law or to protect the safety of children.
- Personal information may be shared with relevant authorities in cases of suspected abuse or neglect.

### **5. Security of Personal Information:**

- We take reasonable steps to protect personal information from unauthorized access, use, or disclosure.
- Personal information is stored securely, and access is restricted to authorized personnel.

### **6. Access to Personal Information:**

- Families have the right to access and update their personal information.



## SYDNEY EARLY INTERVENTION

- Requests for access or updates should be made in writing to the designated privacy officer.

### **7. Complaints and Concerns:**

- Any complaints or concerns about the handling of personal information should be directed to the designated privacy officer.
- We will investigate and respond to complaints in a timely manner.

### **8. Changes to the Privacy Policy:**

- We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements.
- Families will be notified of any significant changes to the policy.

### **9. Contact Information:**

- For any questions or concerns about this Privacy Policy, please contact [admin@sydneyearlyintervention.com.au](mailto:admin@sydneyearlyintervention.com.au)

### **10. Review date – 9/3/2026**

- We are committed to safeguarding the privacy of children, families, and staff.

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## SYDNEY EARLY INTERVENTION

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