



info@argylehousing.com.au | www.argylehousing.com.au

## **Argyle Community Housing Privacy Statement for Tenants and Applicants**

The Argyle Community Housing (Argyle) Board of Directors and employees are committed to providing clients with the highest quality service, which includes maintaining strict confidentiality in relation to client records, application records, and any other documents of a personal nature.

Argyle manages and protects personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the 13 Australian Privacy Principles (APPs).

The personal information we collect and hold about you may include your name, date of birth, current address, contact numbers and email address, income details, occupation, household component and ethnic or racial origin.

We use this information to perform the functions necessary to assist you in your access, eligibility and provision of social and affordable housing, and support services. This includes services provided by our community programs, and as may be required by our funding bodies, including Department of Family and Community Services – Housing NSW, Community Services and Centrelink.

At times, it may be necessary to disclose your personal information to external organisations including our service provider partners; however, information may only be passed between external organisations when:

- you have signed an authority allowing us to do so
- where there is a lawful reason to do so
- or where an exemption is granted

We take reasonable steps to ensure personal information we collect about you is complete, up-to-date, stored in a secure environment and is not available without authority.

You have the right to access and request correction of any information concerning you in accordance with the relevant procedures under the Act. Access to this information is in accordance with the Argyle Privacy and Confidentiality Policy available on the Argyle website at [www.argylehousing.com.au](http://www.argylehousing.com.au) or on request from any Argyle office.