



## Privacy Statement

Darwin Community Legal Service (DCLS) is committed to protecting and upholding the right to privacy of all individuals who are clients of DCLS or who contact us for information.

Private or 'personal information' is any information that can be used to personally identify a client or somebody using this service seeking legal advice or assistance.

When collecting, using and storing your personal information DCLS adheres to the requirements of the *Federal Privacy Act (1998)* and the Australian Privacy Principles.

DCLS operates to ensure privacy for clients when we receive sensitive or personal information. DCLS collects personal information, like name, address and date of birth, that you consent to giving and stores information either electronically and/or by paper file. We collect information relevant to your legal matter and statistical information (no names) for reporting purposes.

DCLS will always get your authority before releasing and discussing any personal information you have shared.

DCLS staff and volunteers are legally required not to disclose information you give to any other person except to other employees and solely for the purpose of providing legal services.

DCLS staff and volunteers are subject to mandatory reporting obligations under Northern Territory law where (based on information provided) they form a reasonable belief that any unreported instance of domestic violence or child abuse has occurred or is likely to.

Personal information, whether stored electronically or on paper, is kept securely, archived and destroyed after 7 years. DCLS will not keep any of your original documents. A client may request access to their own personal information held by DCLS. This would generally be accommodated providing the information would not infringe on the privacy of another.