



MyLinks Plan Management Privacy Policy¹

The MyLinks Plan Management Privacy Policy describes the policy that MyLinks Plan Management follow regarding the management, storage and sharing of our client information.

To ensure MyLinks Plan Management can deliver Financial Administration services, MyLinks Plan Management will need to collect personal and private information regarding the Participant and their NDIS Plan. Further, if their plan is managed by a nominee we will also require their personal details.

MyLinks Plan Management will take all reasonable and required steps to ensure that your personal information is stored, managed and shared securely in accordance with the *Disability Services Act 2006, Information Privacy Act 2000 and the National Disability Insurance Act 2013*.

Upon engaging in a Service Agreement with MyLinks Plan Management to provide Financial Administration Services, the participant and nominee acknowledge MyLinks Plan Management privacy policy and where it can be accessed. Further, they will receive a copy of the signed service agreement either electronically or by post at their request.

Upon acceptance of the MyLinks Plan Management Service Agreement, MyLinks Plan Management engage in implied consent with regards to the use of your personal information in the utmost discretion in order to provide the Participant and/or Nominee with Financial Administration services.

At times, MyLinks Plan management may need to discuss budgets, NDIS plan goals and services with other relevant support providers, for example, service coordinators. MyLinks Plan Management will take every step to ensure that your personal information is managed and only discussed in instances to perform our services, this includes completing the 'Consent to Share' form available from our administration team.

MyLinks Plan Management will keep personal information confidential at all other times unless required to:

1. Disclosure required or authorised by law;
2. Subpoenaed by a court;
3. Failure to do so would place the participant at risk or harm.

If you have any concerns or queries regarding how we handle your personal information or our privacy policy, please contact the Director, Vitor Guarda at info@mylinks.com.au

MyLinks Plan Management may review and update our privacy policy and the relevant documents at times, without notice. A current version will be available on our website. www.mylinks.com.au

¹ 01/07/2018 MyLinks Plan Management Privacy Policy v1.1