



BASE SC PTY LTD Privacy Policy

BASE SC PTY LTD, trading as BASE SC, is dedicated to protecting the privacy and confidentiality of the individuals we support. This Privacy Policy outlines how we collect, use, and protect personal information in compliance with the Privacy Act 1988 (Cth) (Privacy Act), the Australian Privacy Principles (APPs), and the NDIS Code of Conduct.

In accordance with APP 3 (Collection of Solicited Personal Information), we collect personal information necessary for providing support coordination and psychosocial recovery coaching services through the NDIS. This may include, but is not limited to, contact details, health information, service preferences, and NDIS plan details. We collect this information directly from individuals, their guardians, or authorised representatives.

As per APP 6 (Use or Disclosure of Personal Information), personal information will only be used for the purposes for which it was collected, including:

- Developing and managing support plans.
- Coordinating services and providing psychosocial recovery coaching through the NDIS.
- Communicating with you about your services, progress, and NDIS plan.
- Complying with legal, regulatory, and NDIS requirements.

We do not disclose personal information to third parties without consent, except where required by law or necessary for providing services (e.g., to other service providers involved in your care or NDIS administration).

In line with APP 11 (Security of Personal Information), BASE SC implements reasonable security measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. Our data security practices are regularly reviewed and updated to ensure ongoing protection.

In accordance with APP 12 (Access to Personal Information) and APP 13 (Correction of Personal Information), you have the right to access and request corrections to your personal information. To do so, please contact us using the details provided below. We will respond to your request promptly.

If you have any concerns about how we handle your personal information or wish to make a complaint, please contact us at:

BASE SC PTY LTD
Trading as BASE SC
enquiries@basesc.com.au
03 9191 7681

We are committed to addressing any privacy concerns quickly and in accordance with the Privacy Act, NDIS requirements, and the NDIS Code of Conduct.

This Privacy Policy may be updated periodically to reflect changes in our practices or legal requirements. We will notify you of any significant changes.

Effective Date: 05th September 2024

This policy ensures compliance with the Privacy Act 1988 (Cth), the thirteen Australian Privacy Principles, and NDIS guidelines, while also adhering to the NDIS Code of Conduct.