

Privacy & Confidentiality

Protecting participant privacy

Personal information is private. The information we collect is used to provide services to participants or to link them with other services as requested. Under exceptional circumstances catalyst may be required to disclose personal information (e.g., if there is at risk of harm).

catalyst training and disability services will not seek, nor provide, personal information about participants to any other party without consent.

Participants have the right to:

- Ask to see the personal information held by catalyst training & disability services
- Ask that corrections be made to any information held which a participant believes is inaccurate
- Access their personal file

If access to a file compromises the privacy of another participant the request may be declined. If we decline a request, participants can:

- make a written complaint to office@catalysttds.com.au, or
- make an application to view information under the Freedom of Information (FOI) Act. Visit www.foi.vic.gov.au for more information.

catalyst training & disability services			
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