

## PRIVACY STATEMENT

The Hunter Region Business Hub (The Hub) is committed to respecting the privacy of individuals who receive a service through The Hub.

In requesting client information from individuals, The Hub will be aware of:

- Obligations governing storage of information
- Right of individuals to whom the information relates
- Obligations of record keepers to limit use; and
- Limits on use to which information can be put.

### **PURPOSE FOR COLLECTION OF INFORMATION**

The Department of Education & Communities, the Department of Innovation, Industry, Science and Research, and Industry (AusIndustry) and Trade and Investment NSW may collect details of clients of funded services, for the purpose of conducting client surveys, as well as for assessment and monitoring of projects.

### **ACCESS TO INFORMATION**

Where personal information is collected, only Staff and Professionals associated with the delivery of these programs will have access to this information. The personal information collected will not be passed to any outside person or body other than expressly for the purpose of conducting surveys as previously outlined and for the purpose of program monitoring and evaluation.

Personal information will not be made available to other State Departments or agencies or to other Commonwealth Departments or agencies.

### **CONFIDENTIALITY**

Client records will be kept in the strictest of confidentiality but may be required by the NSW Department of Education & Communities, Department of Innovation, Industry, Science and Research and Industry (AusIndustry) and Trade & Investment NSW for the purpose of monitoring and assessment of their programs. All personal client information received by these departments will be treated as confidential.

Manager

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