



# Notice of Collection

## What are our functions and activities?

Our functions and activities include, among other things:

- protecting and enhancing the safety, health, well-being and quality of life of aged care consumers
- regulating aged care services and ensuring provider compliance with aged care responsibilities
- promoting the provision of quality care and services in aged care services
- receiving and assessing notices about reportable incidents under the Serious Incident Response Scheme
- dealing with complaints about aged care service providers and service providers of a Commonwealth funded aged care service.

## Why are you receiving this notice of collection?

In the course of our work we collect and use personal information, including sensitive information that is directly related to, or reasonably necessary for, one of more of our functions or activities under the *Aged Care Quality and Safety Commission Act 2018* (the Quality and Safety Commission Act) and the *Aged Care Act 1997* (the Aged Care Act). We are authorised to collect, use, and disclose certain personal information in

accordance with the Quality and Safety Commission Act, the Aged Care Act, and the *Privacy Act 1988*.

You have received this notice as we are collecting, or have collected, your personal information for one or more of these purposes.

## How do we collect personal information?

We will collect personal information through a range of different channels including when we communicate with you or your representative by letter, email and through our website. We also collect personal information when you or your representative meet with us face-to-face or deal with us by telephone. We may also collect your personal information from third parties such as other government agencies or a relevant aged care service provider and its staff.

## When could your personal information be disclosed?

We may disclose your personal information to third parties for the purposes of carrying out one or more of our statutory functions or activities. For example, your personal information may be included in a referral to another organisation that monitors health and aged care quality and professional standards, such as the Australian Health



**Phone**  
1800 951 822



**Web**  
[agedcarequality.gov.au](http://agedcarequality.gov.au)



**Write**  
Aged Care Quality and Safety Commission  
GPO Box 9819, in your capital city



Practitioner Regulation Agency, the Department of Health and state coroners; or to the police if it relates to an incident. We will only use or disclose your personal information for other purposes in accordance with Part 7 of the Quality and Safety Commission Act, Part 6.2 if the Aged Care Act, or where otherwise required or authorised by law.

We will ensure that any request you make for confidentiality is complied with unless doing so will, or is likely to, place the safety, health or well-being of any person at risk. All reasonable steps will be taken to notify relevant individuals before deciding to not comply with a request for confidentiality.

We do not usually disclose personal information to overseas recipients, but will take reasonable steps to notify you if we intend to do so.

### **More information**

For more information about our privacy practices, including how to access or correct your personal information or make a privacy complaint, see the privacy policy available on our website or contact us by phone.

All information in this publication is correct as of April 2021.



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Aged Care Quality and Safety Commission  
GPO Box 9819, in your capital city