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Overview

Purpose	To outline Salvation Army Housing’s approach to tenants accessing their records.
Who does this apply to?	This policy applies to All Salvation Army Housing Employees (SAH & SAHV) who are responsible for, and providing, tenant and housing services.
Effective date	01/08/2019

Policy Statement

1. SAH is committed to ensuring the privacy of all personal information pertaining to tenants, in accordance with legislative and funding requirements.
2. Tenants have the right to request to view their case files and may request a correction to any information contained in the file which they believe is inaccurate, incomplete or out of date.

Related Documents and References

Related Policy Documents	Privacy Policy TSA Privacy Policy APP Australia TSA Privacy Act Compliance Policy TSA Information Security Policy<Insert related TSA policies, procedures and/or supporting documents>
Related Procedure Documents	
Related Supporting Documents	TSA Collection Use Disclosure and Storage of Personal Information Guidelines TSA Data Breach Response Procedure TSA Data Breach Report Form TSA Privacy Notice and Consent Form
Related Legislation	Privacy Act 1988 Australian Privacy Principals<Insert relevant legislation and/or regulations>
Other Relevant Documents /Resources	<Insert relevant websites and/or links not identified above>

Document Control Information

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01/08/2019	Updated to Policy Manual