



Information Management

Statement

The website aims to promote the work of Community Junction Inc.

When providing information, Community Junction will apply the following values:

- Honesty - Community Junction will never knowingly mislead the public, on information of services provided.
- Transparency - Community Junction will promote openness and accessibility, whilst complying with the law and maintaining confidentiality as appropriate.

Information that gathered by Community Junction Inc. shall be collected, stored and shared in ways that are systematic, ethical and secure. The only information gathered and held will be for the purpose of providing services to clients and to allow review and development of the services offered.

Any information gathered shall be treated by staff as strictly confidential. Under no circumstances are personal details (eg phone numbers, addresses) to be given out.

Where it is agreed by the participant that particular information may be made available, such agreement shall be made in writing and signed by both the Participant and Community Junction Staff.

No photos of clients, employees, or students should be released to the public via advertising, news media or web without the approval of those people.

