



GROUNDED MOTION THERAPY – PRIVACY POLICY

Effective: January 2026

Grounded Motion Therapy is committed to protecting the privacy and confidentiality of all children, families, educators, and NDIS participants who engage with our services. We comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This policy explains how we collect, use, store, and share personal information across all services, including 1:1 sessions, group programs, nature-based and centre-based sessions, and early learning centre partnerships.

1. Information We Collect

We collect personal and health information to provide safe, effective, and individualised exercise physiology and movement-based services.

Personal Information

- Child's name, date of birth, and contact details
- Parent/guardian names and contact details
- Emergency contacts
- Cultural or language considerations

Sensitive Information

We may collect sensitive information such as:

- Medical, developmental, or disability-related information
- Health history, reports, assessments, and functional capacity details
- Sensory, behavioural, or emotional information
- Cultural background or neurodivergence (where relevant to care)

NDIS Information

For NDIS participants (self-managed and plan-managed), we may collect:

- NDIS number
- Plan dates and funding categories
- Plan manager or support coordinator details

Early Learning Centre Information

When services occur within early learning settings, we may collect:

- Educator observations
- Centre-based goals or priorities
- Information relevant to the child's participation and safety



GROUNDING MOTION

THERAPY

2. How Information Is Collected

Information may be collected through:

- Intake forms
- Conversations with parents/guardians
- Observations during sessions
- Reports or letters from other professionals
- Communication with early learning centres
- Email, phone, or written correspondence

Where reasonable, we collect information directly from you. Information may also be provided by educators, support coordinators, GPs, paediatricians, or other allied health providers. We will inform you when this occurs.

3. How Information Is Stored and Protected

Your Personal Information is stored securely using electronic health records protected by passwords and encryption. Paper files, if used, are stored in locked cabinets. We take all reasonable steps to protect against misuse, unauthorised access, and loss.

Where your information is no longer required, it will be securely destroyed or de-identified. Clinical records are retained for at least 7 years (or until a minor turns 25), in line with legal obligations.

We take all reasonable steps to protect information from loss, misuse, unauthorised access, or disclosure.

4. How We Use Your Information

We use personal and health information to:

- Provide safe, effective exercise physiology services
- Develop individualised programs and recommendations
- Communicate with families, educators, and care teams
- Prepare reports, progress updates, and NDIS documentation
- Coordinate care with other professionals (with consent)
- Manage bookings, invoicing, and administration

For NDIS participants, information may be used to prepare progress notes, reports, or recommendations required for plan reviews or funding purposes, with your consent.

5. When We Share Information

We do not use or disclose information for purposes unrelated to service delivery.

With consent, information may be shared with:

- Support coordinators
- Plan managers
- Other allied health providers
- GPs or paediatricians
- Early learning educators
- NDIS planners or LACs



GROUNDING MOTION

THERAPY

Information may be disclosed without consent only when required by law, including:

- Mandatory reporting obligations
- Court orders or subpoenas
- Situations involving serious risk to health or safety

We do not sell personal information or use it for marketing.

6. Access and Correction

You have the right to:

- Request access to your or your child's information
- Request corrections to inaccurate or incomplete information

Requests must be made in writing. Proof of identity may be required before information is released. We encourage families to notify us promptly if personal details or support team information changes.

7. Policy Updates

This policy may be updated periodically to reflect changes in practice or legislation. The most current version will be available on our website or provided upon request.

8. Contact Us

If you have any questions or complaints about our Privacy Policy or how your information is handled, please contact us at:

Grounded Motion Therapy

Email: groundedmotiontherapy@gmail.com

Phone: 0431 178 661

You may also contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au if you believe your privacy rights have been breached.