

PRIVACY POLICY

Policy number	Pol 2021 - 2	Version	2
Drafted by	Board Chair	Approved by Board on	13/2/20][3619
Responsible person	Board	Next scheduled review date	30/6/2025

INTRODUCTION

Capel Sound Community Hub (**Rosebud West Community Hub**) is committed to maintaining the integrity of all personal information collected during the course of business.

PURPOSE

The purpose of this document is to outline Capel Sound Community Hub's position on the collection, storing and disclosure of personal information and to document the process should any grievances arise.

and this policy outlines our ongoing obligations to you in respect of how we manage your **Personal Information**.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

DEFINITIONS

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, and phone numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.capelsoundcommunityhub.com.au, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

WHY DO WE COLLECT YOUR PERSONAL INFORMATION

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Capel Sound Community Hub will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

DISCLOSURE OF PERSONAL INFORMATION

Your Personal Information may be disclosed in a number of circumstances including the following:

- third parties where you consent to the use or disclosure; and
- where required or authorised by law.

THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

CHANGES TO THIS PRIVACY POLICY

The Capel Sound Community hub has the discretion to update this Privacy Policy at any time. We encourage you to frequently check this page for any changes. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

ACCEPTANCE OF THESE TERMS

By enrolling in Capel Sound Community Hub programs or activities, you signify your acceptance of this Privacy Policy.

If you do not agree to this Privacy Policy, please do not engage in activities with the Hub which require the collection of your personal information.

Your continued engagement with the Hub following the posting of changes to this Privacy Policy will be deemed your acceptance of those changes.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact us at:

Email: info@capelsoundhub.com.au

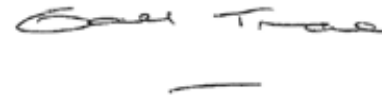
Phone: 03 982 2204

POLICY CONTROL DATA

This policy was revised and ratified by the Rosebud West Community Hub Limited Board on:

Date: 3/2/2022

Chair of the Board:



Next Review Date: 2025