

# PRIVACY STATEMENT



## Your Privacy

### Privacy Statement

Personal information collected by Carinya Society is protected by the *Privacy Act 1988* (Cth) (the 'Privacy Act'). Personal Information is any information which can be used to identify you and includes sensitive health information.

Carinya Society follows the Australian Privacy Principles contained within the Privacy Act in handling personal information from participants, employees, volunteers, Board Members and for prospective employees.

Carinya Society has developed a **Privacy Policy** to protect your privacy. The Policy is available in hard copy on request or may be downloaded from our website. It contains detailed information about Carinya Society's responsibilities, your rights, the kinds of information collected by Carinya Society and how it would be used.

The primary purpose for collecting personal information from you is to provide services which address your needs, including planning, funding, monitoring and evaluation of the services we provide. The type of information we collect will depend on your relationship with Carinya Society (e.g. whether you are a participant, a staff member, volunteer).

We usually collect personal information directly from you, however, we may sometimes collect personal information from a third party such as a carer, trustee or authorised representative, but **ONLY** if:

- You have consented to such collection or would reasonably expect us to collect your personal information in this way, or
- It is necessary for a specific purpose

We only collect personal information for purposes that are reasonably necessary for one or more of our functions or activities.

Your personal information may be used to:

- Provide you with a service
- Provide you with educational information on topics related to you, e.g. disability care and awareness
- Report to government or other funding bodies about how the funding is being used
- Process your donation or purchase and provide receipts
- Communicate with you about how your donation is used or about Carinya Society services, causes and events which we believe may be important to you
- Respond to your feedback or complaint
- Answer your queries

It may also be used for:

- Any other purpose for which it was requested and which was advised to you
- Directly related purposes

Please be assured that wherever possible, Carinya Society uses information in a de-identified form. Personal information will not be disclosed to third parties without your permission, except where permitted or required under the Privacy Act.

We take steps to protect all personal, sensitive and health information and government related identifiers held by Carinya Society against misuse, interference, loss, unauthorised access, modification and disclosure.

You can access the personal information that we hold about you, and you can ask us to correct the personal information we hold about you. For more information, see our Privacy Policy – ‘access to and correction of personal information.’

If you are listed on one or more of our email lists, you can opt out at any time. You can do this by calling our office on 03 9354 3337 and letting us know, or, alternatively by sending your request to [admin@carinyasociety.org.au](mailto:admin@carinyasociety.org.au)

#### **How to contact us**

For further information contact us at [admin@carinyasociety.org.au](mailto:admin@carinyasociety.org.au) or you can write to us at P.O Box 175, Pascoe Vale South, Victoria, 3058.

Assisted contact options are also available.