**Oyster Harbour Catchment Group Inc.**

**Privacy Policy**

**Document Number:** OHCG 009

**Custodian:** OHCG Inc. Chair

**Relates to:** OHCG Chair, Management Committee and Staff

**Adoption Date:** 24 February 2022

**Next Review:** February 2025

**Version:** 1

1. INTRODUCTION AND PURPOSE

Oyster Harbour Catchment Group is committed to providing quality services to you 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.aoic.gov.au](http://www.aoic.gov.au)

1. WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

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

This Personal Information is used in many ways including correspondence, by telephone and facsimile, via our website and from third parties.

We collect your Personal Information for the primary purpose of providing our services to you. 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 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.

1. SENSITIVE INFORMATION

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.

Oyster Harbour Catchment Group has no need or desire to collect any sensitive information about its members or other persons with whom it has dealings.

1. 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.

1. 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 disclosure
* Where required or authorised by law.

1. SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised 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.

1. ACCESS TO YOUR PERSONAL INFORMATION.

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions.

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

1. PRIVACY POLICY COMPLAINTS AND ENQUIRIES

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

Oyster Harbour Catchment Group

Plantagenet Landcare Centre,  
Old Railway Station.  
PO Box 118  
Mt Barker WA 6324

Office phone number: (08) 9851 2703

Email address: admin@ohcg.org.au

1. POLICY VERSION AND REVISION INFORMATION

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| **Policy Number:** | OHCG 009 |
| **Policy Title:** | Privacy Policy |
| **Current version:** | 1 |
| **Policy Authorised by:** | Heather Adams |
| **Title:** | Chair |
| **Original issue date:** | 24 February 2022 |
| **Policy Maintained by:** | OHCG Secretary |
|  | |
| **Approved by:** | OHCG Management Committee |
| **Approval date:** | 24 February 2022 |
|  | |
| **Review date:** | February 2025 |

1. ACKNOWLEDGEMENT

*I acknowledge:*

* *receiving the OHCG Policy – Privacy*
* *that I must comply with the policy and that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

*Signed:*

Name:

Signed:

Date: