

## Privacy Statement

Pottsville Beach Neighbourhood Centre Inc. (PBNC) is committed to protecting the privacy of personal information it collects, holds and administers.

PBNC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and objectives.

PBNC is bound by laws under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which amends the *Privacy Act 1988 (C'th)*. This Privacy Policy incorporates the Australian Privacy Principles (APPs) which impose specific obligations when it comes to handling information. PBNC has adopted the following principles contained as minimum standards in relation to handling personal information.

PBNC will:

- collect only information which PBNC requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary function or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from misuse, interference and loss, and from unauthorised access, modification or disclosure;
- not disclose personal information to overseas recipients or sell personal data; and
- provide stakeholders with access to their own information, and the right to seek its correction.

If you require further information, please contact:

The Manager, Pottsville Beach Neighbourhood Centre Incorporated – see contact details below

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