



Althea
PROJECTS

Privacy Statement

Personal information collected by Althea Projects Incorporated (Althea Projects) is protected by the *Privacy Act 1998 (Cth)*, the *Information Privacy Act 2009 (Qld)* and the *Right to Information Act 2009 (Qld)*. Personal information is any information or an opinion that identifies you and includes sensitive and health information.

Althea Projects follows the Australian Privacy Principles contained in the Privacy Act relating to handling personal information collected from clients/beneficiaries, business partners, donors, members of the public and Althea Projects people (including members, volunteers, employees, delegates, candidates for volunteer work and prospective employees).

Althea Projects has developed a Privacy & Confidentiality Policy to protect your privacy. The Policy is available in hard copy on request. It contains more information about Althea Projects responsibilities, your rights, the information that may be collected by Althea Projects, and how it would be used.

The primary purpose for collecting personal information from individuals is to provide services to vulnerable people, including planning, funding, monitoring and evaluating our services. The kind of information we collect will depend on your relationship with Althea Projects (e.g. as a client, donor, business partner, employee, volunteer or member).

Your personal information may be used to:

- Provide you with a service
- Report to government or other funding bodies how funding is used
- Process your donation or purchase and provide receipts
- Communicate with you about Althea Projects services, causes, events and services, which we believe may be of interest to you
- Respond to your feedback or complaints, and
- Answer your queries.

It may also be used for:

- Any other specific purpose for which it was requested and which was advised to you through the intake process, and
- Directly related purposes.

Wherever possible, Althea Projects uses information in a de-identified form. Personal information will not be disclosed to third parties without your consent, except where permitted or required under the Privacy Act.

All personal information collected from individuals will be securely stored by Althea Projects and protected from unauthorised use or access. All reasonable steps will be taken to ensure information is accurate and up-to-date. Our Privacy Policy also provides a process for requesting access to your personal information and making a privacy complaint.

If you have any enquiries in relation to privacy or personal information please contact:

Althea Projects
PO Box 905
Aitkenvale QLD 4814
admin@altheaprojects.org.au
Phone: 07 4779 3332

If you wish to change how you receive communications from Althea Projects (via mail, phone or email) please email us at admin@altheaprojects.org.au or call 07 4779 3332