Privacy Statement

Althea Projects respects the privacy of all individuals and is committed to protecting the personal information provided to us. Personal information collected by Althea Projects Incorporated (Althea Projects) is protected by the *Privacy Act 1998* (Cth) and the *Information Privacy Act 2009* (Qld). Personal information is any information or an opinion that may identify you. Althea Projects follows the above mentioned Privacy Acts and their related Privacy Principles in relation to the collection, handling and use of 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).

Collection and Use of Personal Information

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). However the primary purpose for collecting personal information from individuals is to provide services including planning, all interventions, funding, monitoring and the evaluation of those services. Your personal information may be used to:

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

Where your personal information is requested as part of being able to provide a service it will be explained to you the purpose for why it is being collected, how it will be used, and obtained by your consent. Individuals do have the option to withhold personal information or use an alias, or even withdraw consent at any time however, in some cases this may result in Althea Projects' inability to provide a service.

Disclosure of Personal Information

Althea Projects will only disclose your personal information to another party by your written consent to do so or where it is required to do so by law. However, wherever possible Althea Projects uses information in a de-identified form.

Storage and Security of Personal Information

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 and will be destroyed consistent with legislative requirements and our retention periods.

Access to Your Information

You have a right to request access to and/or to request amendment/correction of your personal information held by us that you have directly provided to us. Your information will only be disclosed to another party with your written consent to do so or if Althea Projects is required to do so by law.

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

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