

It's about you. Always!
Communities@Work

Privacy Statement
January 2010

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Our Privacy Policy

Communities@Work collects relevant information to enable it to perform its functions. As part of this process, it collects personal information.

Communities@Work has legal obligations to ensure the protection and proper use and handling of personal information.

Communities@Work places a high value on the rights of individuals to have their personal privacy protected.

Communities@Work has practices and procedures in place to ensure compliance with the National Privacy Principles (NPPs) which regulate the collection, storage, security, use and disclosure of personal information.

Security

All personal information held at **Communities@Work** is contained in secure physical and electronic environments, accessible only through our internal protection procedures. The only people in our organisation who are permitted to have access to personal information, regardless of the format, are staff, contractors and volunteers who have a genuine requirement for the information to do their jobs.

We do not use identifiers such as tax file numbers, Medicare numbers or driver's licence numbers as identifiers of people in our own records and systems.

Collection of Personal Information

Most of the personal information held by Communities@Work is obtained by collection from individuals.

When we collect personal information we:

- Collect it, as far as practicable, only from the individual concerned
- Collect it by fair and lawful means
- Inform the individual of the purpose of its collection
- Inform the individual which organisations or types of organisation we usually disclose the information to, if any.

Some personal information is collected to enable administration of our billing or payment systems. We do not permanently retain that information, once the need to retain records under the Archives Act has expired.

Access to Personal Information

Communities@Work provides access for individuals to personal information it holds about them. If information is found to be incorrect or incomplete, we will correct it.

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Tuggeranong Campus

Tuggeranong Community & Function Centre
245 Cowlshaw St Greenway ACT 2900

P: 6293 6500

F: 6293 6555

Weston Campus

Weston Creek Community Centre
Parkinson St Weston ACT 2611

P: 6288 4744

F: 6288 4241