



PRIVACY POLICY

Logan Village & Districts Community Centre Inc. recognises that privacy is important and that individuals have a right to control their personal information. Logan Village & Districts Community Centre Inc. acknowledges that providing personal information is an act of trust and Logan Village & Districts Community Centre Inc. takes that seriously. Unless an individual gives Logan Village & Districts Community Centre Inc. consent to act otherwise, the following Policy governs how Logan Village & Districts Community Centre Inc. handles personal information of individuals. Logan Village & Districts Community Centre Inc. is committed to protecting personal information. Logan Village & Districts Community Centre Inc. is also committed to complying with the private sector National Privacy Principles set out in Privacy Act (Cth) 1988.

COLLECTION OF PERSONAL INFORMATION

Logan Village & Districts Community Centre Inc. will not collect personal information unless the information is necessary for one or more of its functions or activities. Logan Village & Districts Community Centre Inc. will also only collect personal information by lawful and fair means and not in an unreasonably intrusive way. At the time of collecting personal information, Logan Village & Districts Community Centre Inc will advise the individual of:

- (a) its name and contact details;
- (b) the fact that he or she is able to gain access to the information;
- (c) the purposes for which the information is collected;
- (d) other organisations to which Logan Village & Districts Community Centre Inc. usually discloses information of that kind;
- (e) the main consequences (if any) for the individual if all or part of the information is not provided.

USE & DISCLOSURE

Logan Village & Districts Community Centre Inc. will not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

- (a) both of the following apply:

- (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
- (ii) the individual would reasonably expect Logan Village & Districts Community Centre Inc. to use or disclose the information for the secondary purpose; or
- (b) the individual has consented to the use or disclosure; or
- (c) the information is not sensitive information, and the use of the information is for the secondary purpose of direct marketing:
 - (i) if it is impracticable for Logan Village & Districts Community Centre Inc. to seek the individual's consent before that particular use; and
 - (ii) Logan Village & Districts Community Centre Inc. will not charge the individual for giving effect to a request by the individual to Logan Village Community Centre Inc not to receive direct marketing communications; and
 - (iii) if the individual has not made a request to Logan Village & Districts Community Centre Inc. not to receive direct marketing communications; and
 - (iv) in each direct marketing communication with the individual, Logan Village & Districts Community Centre Inc. draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications; and
 - (v) each written direct marketing communication by Logan Village Community Centre Inc with the individual sets out Logan Village & Districts Community Centre Inc's business address and telephone number; or
- (d) Logan Village & Districts Community Centre Inc. reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) a serious and imminent threat to an individual's life, health or safety; or
 - (ii) a serious threat to public health or public safety; or
- (e) Logan Village & Districts Community Centre Inc. has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
- (f) the use or disclosure is required or authorised by or under law; or
- (g) Logan Village & Districts Community Centre Inc. reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;

- (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
- (iii) the protection of the public revenue;
- (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
- (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

DATA QUALITY

Logan Village & Districts Community Centre Inc. will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.

DATA SECURITY

Logan Village & Districts Community Centre Inc. will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. Logan Village & Districts Community Centre Inc. will also take reasonable steps to destroy or permanently de-identify personal information that it no longer requires.

ACCESS & CORRECTION

Logan Village & Districts Community Centre Inc. will provide individuals access to their personal information on request by the individual, except to the extent that:

- (a) providing access would pose a serious and imminent threat to the life or health of any individual; or
- (b) providing access would have an unreasonable impact upon the privacy of other individuals; or
- (c) the request for access is frivolous or vexatious; or
- (d) the information relates to existing or anticipated legal proceedings between Logan Village & Districts Community Centre Inc. and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- (e) providing access would reveal the intentions of Logan Village & Districts Community Centre Inc. in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (f) providing access would be unlawful; or

- (g) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (h) providing access would be likely to prejudice:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of the public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders; by or on behalf of an enforcement body. Logan Village & Districts Community Centre Inc. may impose reasonable charges for providing access to personal information.

TRANSBORDER DATA FLOWS

Logan Village & Districts Community Centre Inc. will only transfer personal information about an individual to someone who is in a foreign country if:

- (a) Logan Village & Districts Community Centre Inc. reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
- (b) the individual consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual and Logan Village & Districts Community Centre Inc., or for the implementation of pre-contractual measures taken in response to the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between Logan Village & Districts Community Centre Inc. and a third party; or
- (e) all of the following apply:
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain such consent, the individual would be likely to give it; or

(f) Logan Village & Districts Community Centre Inc has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

COMPLAINTS, FURTHER INFORMATION & FUTURE CHANGES

Any complaints in relation to the collection, use, disclosure, quality, security and access of your personal information, may be made to the Logan Village & Districts Community Centre Inc., who may be contacted via email at president@lvccinc.org.

Logan Village & Districts Community Centre Inc. may amend this Policy from time to time.