

PRIVACY POLICY

This Privacy Policy sets out our commitment to protecting the privacy of your Personal Information that we collect from you.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) which govern the way we collect, use, store and dispose of your Personal Information.

Please read this Privacy Policy carefully before providing us with your Personal Information and contact us if you have any questions.

What is Personal Information?

Personal Information is any information or opinion that identifies an individual. This includes such things as names, addresses, email addresses, phone numbers and bank account details.

How do we collect Personal Information?

We may collect your Personal Information in many ways including:

- via our website;
- directly from you over the phone or via email;
- through forms or correspondence;
- from publicly available sources;
- from website cookies;
- from third parties.

Why do we collect your Personal Information?

We collect your Personal Information for the primary purpose of providing our services to you such as membership applications and class registrations, or to communicate with you. We may use your Personal Information for a secondary purpose related to the primary purpose such as for marketing.

When you provide us with your Personal Information you are giving your consent for TNC to collect, use, store and disclose your Personal Information in line with this Policy.

If you do not wish to provide your Personal Information to us, then you do not have to do so, however, it may affect your use of our website or any products and services that we provide.

Disclosure of your Personal Information

We may disclose your Personal Information to approved third parties where those third parties support the provision of our products or services. We will take reasonable steps to confirm that the third parties will handle your Personal Information in line with this Privacy Policy.

We may also disclose your Personal Information when required by law to do so.

Access to and correction of personal information

You may request details of Personal Information that we hold about you. We will take reasonable steps to ensure that the Personal Information we hold about you is correct however we rely in part upon you advising us when your personal information changes.

If you believe that any Personal Information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, you can notify us and will endeavour to update our records in a timely manner.

Security of your Personal Information

We will take reasonable steps to ensure that any Personal Information we hold about you is protected from misuse, interference and loss as well as unauthorised access.

Where your Personal Information is no longer required for the purpose it was collected or any other purpose under this Policy, we will take reasonable steps to destroy or de-identify it.

Reporting privacy concerns

If you believe that we have breached the APPs or the requirements in this Policy, or you have any concerns about the way your Personal Information is being handled, please contact us at:

Trentham Neighbourhood Centre
56 High St
Trentham 3458
03 5424 1354
info@trenthamnc.com.au.