



Protecting the Privacy of your Personal Information

In complying with the Privacy Amendment (Private Sector) Act 2000, Parent to Parent has developed a Privacy Policy that governs its handling of personal information.

Our Privacy Policy governs:

- what personal information is being collected;
- who is collecting personal information;
- how personal information is used;
- to whom and under what circumstances personal information is disclosed; and
- how personal information is stored.

In most circumstances, Parent to Parent will:

- make you aware when we are collecting personal information about you and how it will be handled;
- only collect health or sensitive information about you with your consent (unless legally required or authorised to do otherwise);
- collect your personal information directly from you (where possible and practicable);
- only collect personal information about you that is necessary and relevant to the functions and/or programs of parent to parent;
- use staff to collect your information who are appropriately trained and have a specific role in the purpose for which personal information is collected;
- only use your personal information for the purpose for which it is collected or for a directly related secondary purpose that you would expect your personal information to be used for (unless legally required or authorised to do otherwise);
- provide you with access to your personal information (unless legally required or authorised to do otherwise). A small but reasonable administration fee may be levied to provide such access;
- only disclose your personal information to a third party with your consent, or where you expect such disclosure, or where we are legally required or authorised to do so;
- take reasonable steps to keep your personal information complete, current and accurate;
- take reasonable steps to ensure personal information about you is kept secure.

Your rights:

- you can request access to the personal information about you that we keep on record;
- if you believe that any personal information about you is incorrect or out of date you may ask us to correct it;
- there is no fee for requesting access to personal information about you we may have on record, however, where photocopies are requested, a fee may be charged.

For further information about our Privacy Policy please contact our Chief Executive Officer, parent@parent2parentqld.org.au