



PRIVACY STATEMENT

Policy

The Nest Community Ltd is committed to its privacy statement that safeguards the privacy of members, clients and the public and complies with the Privacy Act 1998.

Definition

A privacy statement is a document that declares the intentions of the organisation in relation to:

- client information and data.
- how personal information is stored.
- how clients can access this information; and
- the purposes for which personal information is used and disclosed.

Procedure

The Nest Community Ltd privacy statement follows the requirements under Privacy Act 1998 and encompasses:

- data collection.
- data storage.
- data use.
- data disclosure; and
- access by an individual.

Data collection

The Nest Community collects personal information such as name, phone number and address for issuing tax-deductible receipts, to accept registrations for workshops, volunteering opportunities and programs. The information is collected in a fair, legal, and transparent way.

Data storage

Data is stored in various platforms that maintain high security and ensure confidentiality of personal information.

- Personnel files are stored in a secure location within the premises.
- No credit card details are kept on file.

Data use

The organisation only uses the personal information collected for the purposes for which it was required, or other purposes that are agreed to by the organisation and the individual. We do not share your data with third parties.

Data disclosure

The Nest Community Ltd undertakes to disclose your data only under the following circumstances:

- where required or permitted to do so by law; and
- with your consent.

Access by an individual

- convenient.
- without reasonable delay; and
- without cost

For further information, contact The Office of Privacy Commissioner

Commission email privacy@privacy.gov.au or access the website address at <http://www.privacy.gov.au>

Privacy Act 1998

http://www.privacy.gov.au/privacy_rights/index.html

COLLECTION STATEMENT

This Collection Statement is a requirement of the Australian Privacy Act and contains details about how **The Nest Community Ltd** may collect, hold, use and disclose personal information about you.

You can find out more about how we may deal with your privacy by viewing our privacy policy [here](#).

If you require our privacy policy in another form please contact us by using the contact details below.

We are an APP entity for the purposes of the Privacy Act 1988 (Cth). We are bound by the Australian Privacy Principles (APPs) and any related privacy codes.

Our contact details are set out below.

How we collect and hold personal information

We may collect personal information about you from time to time and we may have already collected personal information about you in the past. The kinds of information we collect are as detailed in our privacy policy. Usually, we will obtain your personal information directly from you, however, we may also collect personal information about you from third parties as reasonably necessary in connection with our functions and activities. We may collect personal information about you from time to time without you being aware that we have done so (e.g. via cookies on your web browser to analyse trend data).

If you do not provide us with your personal information, we may be unable to provide you with the products and/or services you require or continue our relationship with you.

Purposes for collecting personal information and who we disclose it to.

The personal information we collect is used for the following purposes and other purposes as detailed in our privacy policy:

1. to personalise our communications with you
2. to sell and promote our services to you.
3. to assist in investigating your complaints, feedback, and inquiries
4. for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: our contractors, consultants, advisers, associates and related entities; the owners or operators of any app or platform that you have subscribed for through us; entities that provide services to us; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and other entities with your consent or as permitted or required by law.

How you may access or seek correction of your personal information or make a complaint

Our privacy policy contains details of how you may access personal information we hold about you, seek the correction of such information and make a complaint against us if you are of the view that we have breached any of the APPs or any related privacy code in dealing with your personal information. It also contains details of how we will deal with a complaint made by you.

Our contact details:

Please direct all complaints and queries in relation to your privacy or our privacy policy to:

Privacy Officer

Phone: (07) 0433 805 987

Email: admin@nestcommunity.org.au

Website: www.nestcommunity.org.au

Postal: XX

Direct marketing opt-out.

You can unsubscribe to our communications to you at any time by clicking unsubscribe on our email communications or contacting our Privacy Officer as per the contact details above.

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