

PRIVACY POLICY

Bangalee Bushcare and its volunteers will always endeavour to protect your private and confidential information.

This Privacy Policy sets out the information we collect and how we use, protect, store, disclose and deal with personal, private and confidential information.

If you require any information regarding any privacy matter, please contact us at: bangaleebushcare@gmail.com.

In this Privacy Policy, 'We' means the people or entity responsible for the Bangalee Bushcare Website and its associated Media and social media pages.

Agreement to be bound by this Privacy Policy

By accessing the Bangalee Bushcare Website, its content, associated media and social media pages, you agree to be bound by the terms of this Privacy Policy and the Terms and Conditions.

If you do not agree to the terms of this Privacy Policy, you should not access the Bangalee Bushcare Website or any of its associated Media or social media platforms.

Applicable law

We are bound by the *Privacy Act 1988* (Cth) including the Australian Privacy Principles.

We are also bound by the law relating to confidential information.

What personal information do we collect?

We do not normally collect personal information but may, if necessary, collect personal information as part of your correspondence with us or through your use of the Website to contact us.

We may also collect your personal information when you supply any information to us as part of becoming or remaining a Bangalee Bushcare volunteer. This may include your name, address, telephone number, email address, age, and any physical conditions that may impact your ability to safely volunteer at Bangalee Bushcare.

Other information we may collect includes:

- Your server's address,
- The date and time you visit the Website or other platform,
- The top-level domain from which you access the internet,
- The type of device you use,
- Which operation system you use, and
- The pages accessed and the documents downloaded.

However, we will only use that information for statistical and marketing purposes and will not identify you personally through that information.

Our server or web host may also collect your personal information. We have no control over their collection or use of that information and are not liable for any misuse of it.

How do we collect your personal information?

We will only collect your personal information through your use of the Website and associated media and platforms to the extent to which that information relates to Bangalee Bushcare. Principally, we will collect your personal information through your telephone, SMS, email, social media and Website Contact Form correspondence with us.

We may use the internet, telephone directory or reference from another individual or organisation to contact you in the event that you have given express or implied consent to be contacted but have not personally supplied sufficient contact details.

If we collect any of your personal information from third parties, it will only be to the extent reasonably related to your involvement with Bangalee Bushcare. We will also seek to validate any third party information and will give you reasonable opportunity to respond in the event that the information is unfavourable (unless doing so would pose a serious risk to the life or health of another individual).

How will your personal information be used?

Your personal information will only be used for the purpose of administering Bangalee Bushcare, the Bangalee Bushcare Website and associated Media, and social media sites.

This may include using your personal information for the purpose of:

- Communicating with you,
- Sending newsletters and updates on Bangalee Bushcare activities,
- Assessing the reach of the Bangalee Bushcare Website, Media and social media,
- Working out ways of optimising the reach of Bangalee Bushcare's marketing activities,
- Improving the Bangalee Bushcare Website,
- Training,
- Providing your details to Shoalhaven City Council for insurance purposes, and
- Any for any other reasonable purpose.

We will not use or disclose your personal information for any other reason unless compelled by law.

Anti-spam

We will never rent or sell your personal information, including your email address.

Option to opt-out

If you do not wish to receive newsletters, updates or any other form of communication from us, you can opt-out by contacting us at bangaleebushcare@gmail.com. We will process your request as soon as is reasonably practicable.

Cookies

We may utilise cookies to improve your website experience. Cookies are placed in your internet browser or on your hard disk drive. You are not personally identifiable through the use of cookies and we will not use cookies for any purpose other than to improve the user experience of the Bangalee Bushcare Website. If you wish, you may alter your computer or web browser's settings to prevent cookies being accepted. Blocking of cookies should not adversely affect your use of the Bangalee Bushcare Website.

Our servers and web host may also place cookies on your web browser or hard disk drive. We have no control over this and are not liable for any misuse of personal information that may occur as a result.

How do we keep your personal information safe?

We take all reasonable steps to ensure that your personal information is protected from misuse, theft, loss, unauthorised modification and unauthorised disclosure.

This includes:

- By using all reasonably necessary and accessible security measures on the Bangalee Bushcare Website,
- Ensuring that access to servers, computers, email accounts, websites and other data storage facilities is password protected and cannot be accessed by anyone that we have not authorised,
- Maintaining up-to-date anti-spyware and anti-virus software,
- Minimising the amount of personal information which is printed and keeping all printed personal information in a secure location, and
- Not discussing personal information with anyone except for the purpose of administering Bangalee Bushcare and fulfilling legal requirements.

If we no longer need your personal information, we will take all reasonable steps to destroy it or de-identify it.

Can I access or update my personal information?

You have a right to access all your personal information subject to some exceptions as provided by law. Should you wish to access any of your personal information, please send a request to bangaleebushcare@gmail.com describing the information to which you would like access and the form in which you would like to access it.

You may update or amend any of your personal information at any time by contacting us at bangaleebushcare@gmail.com, by telephone or in person. You may be required to put your request in writing.

Changes to this Privacy Policy

We reserve the right to amend this Privacy Policy. Any changes take effect immediately. While it is your responsibility to regularly check this Privacy Policy for changes, we will give notice of any changes on the News section of the Bangalee Bushcare Website and on social media.

Complaints about privacy matters

If you have any concerns about our use of your private and confidential information including potential breaches of the Australian Privacy Principles, you must contact us in writing immediately.

We take privacy matters seriously and will attempt to address your concerns as soon as reasonably practicable. If we cannot provide a satisfactory resolution to your privacy concerns, you may appeal to the *NSW Privacy Commissioner* or the *Federal Office of the Australian Information Commissioner*.

Contact us

Bangalee Bushcare welcomes your comments regarding this Privacy Policy.

If you have any questions or concerns, please contact us within business hours by any of the following means:

Email:

bangaleebushcare@gmail.com

Telephone:

Len White
0406 412 911

Address:

Len White – Bangalee Bushcare Coordinator c/o
Shoalhaven Bushcare Coordinator
Shoalhaven City Council
PO Box 42
Nowra, NSW 2541