

# CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) PRIVACY POLICY

## Our Commitment

Central East Aged Care Alliance Inc (**CEACA**, “**we**” or “**us**”) is committed to supporting and complying with the *Privacy Act 1988* (Cth) (**Privacy Act**) and Australian Privacy Principles (**APPs**).

We respect your personal privacy. This Privacy Policy outlines how we collect, manage, deal with and protect your personal information, and explains how you can contact us to access, correct or control your personal information held by us.

## ‘Personal information’

Personal information means “information or an opinion about an identified individual or an individual who is reasonably identified and:

- Whether the information or opinion is true or not; and
- Whether the information or opinion is recorded in a material form or not”.<sup>1</sup>

## Collection of Information

We only collect personal information by lawful and fair means.

We collect personal information when:

- You become a member;
- You become a supplier; or
- You fill out the application CEACA Application Eligibility and Rent Assessment Form (“**Form**”).

We will generally collect personal information directly from you. We may also collect information from third parties as required.

The following information may be automatically recorded by this site's web server for statistical and system administration purposes only:

- your server address
- the date and the time of your visit to the site
- the pages you accessed and downloaded
- the address of the last site you visited
- your operating system
- the type of browser you are using.

## Use of Information

All personal information remains confidential and will only be used for housing related purposes, in line with the APPs.

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<sup>1</sup> Privacy Act s 6(1).

We will use personal information received about you as an applicant to determine your eligibility for our rental housing. If you do not wish to provide us with the information required by the Form, we will unfortunately be unable to consider your application.

### **Accessing and changing your personal information or making a complaint**

You have the right to:

- access your personal information that we hold,
- inform us of a correction or amendment to your personal information, and
- make a complaint about how we are handling your personal information.

If you wish to do so, please contact us via [helen.westcott@ceaca.org.au](mailto:helen.westcott@ceaca.org.au) or via our website, <http://www.ceaca.org.au/>.

### **Amendments to this Privacy Policy**

We may amend or update this privacy policy from time to time at our discretion.

### **Contact Us**

If you would like a copy of this privacy policy in another format, please contact us via [helen.westcott@ceaca.org.au](mailto:helen.westcott@ceaca.org.au) or via our website, <http://www.ceaca.org.au/>. We can provide you with a copy by email, by post, or in another format upon reasonable request.

Our Executive Officer may be contacted at:

Helen Westcott  
Tel: +61 427 854 478  
Email: [helen.westcott@ceaca.org.au](mailto:helen.westcott@ceaca.org.au)