

PA 45 – PRIVACY POLICY AND DISCLOSURE STATEMENT

The Hunter - Central Rivers Catchment Management Authority (HCRCMA) has created this Privacy Policy and Disclosure Statement (together referred to as “Privacy Policy”) in order to demonstrate its firm commitment to privacy and compliance with the *Privacy Act 1988*.

The HCRCMA is bound by National Privacy Principles.

The HCRCMA reserves the right to modify this Privacy Policy at any time. If it is changed, the changes will be posted on the HCRCMA’s website so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by the HCRCMA.

If at any time the HCRCMA is required by law to release information about you or your organisation, the HCRCMA must cooperate fully.

The HCRCMA collects personal information about you (“the information”) in the following ways:

- When you apply for a grant, request certain services, or otherwise contact or do business with the HCRCMA.
- Other personal information may be collected from telephone calls, faxes, e-mails, letters sent, and other contacts with the HCRCMA.

If you do not provide the information required, you may not be able to receive the information or service you requested by the method you have requested.

The HCRCMA collects the information to provide you with a specific service, such as:

- Process your grant application, lending you equipment, updating your details and profile information or responding to your request for information.
- Sending you information on relevant HCRCMA issues and events.
- Communicating with you on any issues relevant to your transactions with the HCRCMA.

If at any time you receive material from the HCRCMA that you do not wish to receive, please let us know.

The HCRCMA will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you without your consent.

- The HCRCMA will provide only such information as is required to suppliers and business partners to enable a particular service to be fulfilled.
- The HCRCMA develops aggregate (ie: not individual) reports, which incorporate some of the information. The reports are for use by our business partners or by the HCRCMA to review statistics or analyse data. However, these reports do not include any personally identifiable information.

The HCRCMA has security measures designed to protect against the loss, misuse, and/or alteration of the information under its control. These security measures include:

- Firewalls – to prevent the unlawful access to our database
- Training employees on the Privacy Legislation.
- Appropriate security access to HCRCMA premises.
- The use of passwords for access to database information and the use of security levels within the database to ensure that staff only access the information required to perform their duties.

The HCRCMA provides the following options for accessing and modifying information previously given:

- You may gain access to information that the HCRCMA has collected about you, by contacting the person named below. We will not charge you for responding to such a request.
- You can advise us of changes to personal information via telephone, fax, e-mail or letter.

If you have any questions or complaints about this Privacy Policy, you should contact:

Business Manager
Hunter – Central Rivers Catchment Management Authority
Private Bag 2010
PATERSON 2421
Phone 49 301030
Fax 49 301013
Email hcr@cma.nsw.gov.au

Glenn Evans
General Manager