

## GSNCA INC. PRIVACY STATEMENT

GSNCA Inc. often collects personal information from individuals engaging with the organisation in order to provide services and support, as well as ensure it meets its contractual, legal and ethical responsibilities.

In line with the Australian Privacy Principles GSNCA Inc. gives the following assurances in regards to your personal information.

1. GSNCA Inc. will only collect information that is relevant and necessary to deliver services and support. You do not have to provide the requested information however without this personal information GSNCA Inc. may be unable to provide services and/or support to you.
2. Personal information provided will only be used for the purpose for which it is collected.
3. GSNCA Inc. will collect personal information directly from you. From time to time it may be appropriate for a third party to provide information about you to GSNCA Inc. GSNCA Inc. will seek your consent prior to seeking information from a third party. If a third party discloses information about you to GSNCA Inc., GSNCA Inc. will inform you of this.
4. GSNCA Inc. will endeavour to ensure that personal information held is accurate, complete and up-to-date. All personal information will be stored securely.
5. Statistical information may be provided to the relevant funding bodies for the purpose of ensuring that you are provided with a quality service.
6. GSNCA Inc. will not disclose personal information to a third party without your consent, unless required to do so by law or a duty of care. A duty of care means that GSNCA Inc. is required to pass on information if they believe that there is a risk of harm to yourself or others.
7. You have a right to request access to your personal information held by GSNCA Inc. and to seek correction of this information if you do not believe it is accurate. The Privacy and Confidentiality Policy and Procedures detail how you can request access and correction of this information.
8. The Privacy and Confidentiality Policy and Procedures also detail how you can make a complaint if you believe there has been a breach of your privacy or confidentiality.
9. GSNCA Inc. will not be disclosing your information to overseas recipients.

Please contact GSNCA Inc. to obtain access to GSNCA Inc. policies, procedures and any other organisational information.