



Casting for Recovery ACT Privacy Policy

This privacy policy for Casting for Recovery ACT (CfR ACT) is based on the Australian Privacy Principles as published by the Office of the Australian Information Commissioner, January 2014.

Australian Privacy Principle 1—open and transparent management of personal information

CfR ACT collects and holds personal information as provided by an applicant for a CfR ACT retreat. This information includes contact details and some personal information like shirt size and possible physical and mobility limitations. This is required to assist our casting instructors with tailoring their instruction. Also, to meet any special requirements applicants may have.

This personal information is collected from the application form that a participant completes. The personal information is stored, as received, in a secure container. Contact information may be stored in an electronic form.

This personal information is used for contacting applicants, assessing their suitability to participate in a CfR ACT retreat and any special requirements they may have. Personal information is disclosed on a 'need to know' basis. This may include the retreat coordinator and casting instructors.

An applicant may access their personal information by contacting CfR ACT by post or email. CfR ACT will make any necessary corrections as identified by the individual.

If an applicant wishes to lodge a complaint about a breach of this policy they may do so by contacting CfR ACT by post or email.

No personal information will be disclosed to third parties without agreement of the participant.

This privacy policy will be made available on the Casting for Recovery ACT website (www.castingforrecovery.org.au). It can also be requested by post or email.

Australian Privacy Principle 2—anonymity and pseudonymity

All applicants will be required to identify themselves. It is impracticable for CfR ACT to deal with applicants who have not identified themselves or have used a pseudonym.

Australian Privacy Principle 3—collection of solicited personal information

The only personal information collected by CfR ACT is that provided by an applicant and with their consent. The personal information collected is required for the delivery of a CfR ACT retreat program.

Australian Privacy Principle 4—dealing with unsolicited personal information

Any unsolicited personal information about an applicant for a CfR ACT retreat will not be recorded or stored by CfR ACT and will be de-identified and/or destroyed.

Australian Privacy Principle 5—notification of the collection of personal information

The only personal information collected by CfR ACT is that provided by an applicant and with their consent.

Australian Privacy Principle 6—use or disclosure of personal information

No personal information about an applicant for a CfR ACT retreat will be used for any other purpose other than for the delivery of the retreat program unless consent has been obtained from that applicant.

Australian Privacy Principle 7—direct marketing

No personal information about an applicant for a CfR ACT retreat will be used for direct marketing without that applicant's consent.

Australian Privacy Principle 8—cross-border disclosure of personal information

No personal information about an applicant for a CfR ACT retreat will be disclosed to any overseas recipients.

Australian Privacy Principle 9—adoption, use or disclosure of government related identifiers

No government related identifiers will be used for CfR ACT retreat applicants.

Australian Privacy Principle 10—quality of personal information

Personal information about an applicant will be as accurate, up to date and complete as provided by the applicant on the application form and any further information provided by the applicant.

Australian Privacy Principle 11—security of personal information

CfR will take all reasonable steps to ensure that applicant's personal information is protected from:

- (a) misuse, interference and loss; and
- (b) unauthorised access, modification or disclosure.

Within fourteen days of the conclusion of a CfR ACT retreat an applicant's personal information (with the exception of contact details) will be destroyed by shredding and/or incineration.

Australian Privacy Principle 12—access to personal information

Access will be given to any applicant, upon request, to any personal information held by CfR ACT about that applicant.

Australian Privacy Principle 13—correction of personal information

If any CfR applicant believes that personal information held by CfR ACT about them is incorrect then CfR ACT will correct that information.