

## **PRIVACY STATEMENT**

BINC is committed to protecting the privacy of our clients, their families, volunteers, user groups, members, staff and members of the public.

We collect a range of information to ensure our services meet your needs and to meet our contracted requirements with government bodies that fund our services.

This privacy statement applies to all activities of BINC and complies with the Australia Privacy Principles (APPs) under the Privacy Act 1988 and associated amendments.

### **Personal Information**

We only collect information necessary to deliver services to you. All personal and sensitive information is securely kept and we will seek your written permission before sharing this information with a third party.

Under the circumstances where we are required by law to release information about you, we will comply.

### **Storage, Security and Accuracy of Personal Information**

All documents containing personal information are kept secure in locked filing cabinets and the office environment has physical access control measures in place.

All computer systems that record and store personal information are password protected.

All BINC staff and Volunteers have signed and comply with BINC's confidentiality agreement.

BINC takes steps to ensure that the information we collect is accurate, up to date and complete. When personal information is no longer required all documents and related material will be destroyed in a secure manner.

If you wish to obtain a copy of BINC's Privacy Policy or if you have any questions or concerns about our management of your personal information you can contact us at [binc@binc.org.au](mailto:binc@binc.org.au) or write to us at PO Box 1469 BATHURST NSW 2795.