

LIFE CAMPS AUSTRALIA INCORPORATED

# Privacy Policy

*This Policy in relation to privacy sets out how Life Camps Australia Incorporated (trading as Life Camps Australia):*

- uses the personal information it collects from you;
- if relevant, discloses the personal information it collects from you; and
- takes reasonable steps to keep that information secure.

*This Policy applies to the personal information of all Campers, Leaders and Volunteers at Camps or activities run by Life Camps Australia.*

In order to run camps, we need to collect personal information in relation to all attendees. We are very aware that each person and family's privacy is a matter to be respected.

Although we are not strictly required to, we adhere to the principles set out in the *Privacy and Data Protection Act 2014 (Vic)* and the *Privacy Act 1998*. We are committed to upholding the Privacy Principles set out in these Acts.

## COLLECTION

- Prospective Campers, Leaders and Volunteers register to attend Camps. We therefore hold personal information about prospective, present and past Campers and their Parents/Guardians. We may also hold information about other related people such as siblings or partners.
- The information we collect is designed to help us communicate effectively with Campers and their families. It may also assist us to make decisions about where best to place Campers or Leaders.
- We will only collect personal information by lawful and fair means. We will make every effort not to be unreasonably intrusive. Where reasonable and practicable we will collect personal information about an individual from that individual.
- Unless the reasons for collecting information can be reasonably assumed, we will inform you why we are collecting information at or before the time we collect it.

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- Once we hold personal information, we will endeavour to keep it accurate, secure and complete. We appreciate your assistance in keeping the information up-to-date.

#### USE AND DISCLOSURE

- Your personal information may be disclosed to the Management, Employees and Board of Life Camps Australia. If anyone else is to see your personal information we will inform you and let you know why that is to occur.
- Your personal information will only be used further when you consent to us using that information for another purpose, or where it is permitted or required by law, or where we reasonably believe it is necessary on health or public safety grounds or desirable on other grounds to use the information for another purpose.

#### SECURITY AND STORAGE

- Life Camps Australia holds personal information in electronic and paper-based records. We take all reasonable steps to ensure that the personal information it holds is accurate and complete and that it is protected from misuse and loss, and to destroy or permanently de-identify personal information we no longer need.

#### ACCESS AND AMENDMENTS

- Life Camps Australia will gladly provide individuals with access to their personal information on request and within a reasonable time frame after the request is made.
- We may deny access to personal records if we believe the request is frivolous or vexatious, is unlawful, may impact the privacy of other individuals or may pose a threat to personal or public health and safety. In such a circumstance, we will provide you with written notification of the reasons for our refusal (if practicable) and the process for you to lodge a complaint should you wish to do so.
- We will correct or amend your personal information if we believe it to be inaccurate, out of date, misleading, irrelevant or incomplete or if you request a correction.
- We are required to notify any third parties to which your personal information has been previously legally disclosed when such corrections are made.

If you have any questions in relation to this Policy please contact the Manager, Amy Tyler, at [info@lifecamps.org.au](mailto:info@lifecamps.org.au) or on 0457 667 354.

Last reviewed: *June 2021*

