



# Corinella Foreshore Reserve Committee of Management Inc

## Privacy statement

This privacy statement describes how we collect and use information. The Corinella Foreshore Reserve Committee of Management Inc (CFRCOM) views the protection of an individual's privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs. This privacy statement outlines how we deal with your personal information.

### Collection of personal information

The CFRCOM collects information in the performance of its services and functions and when you give it to us in accordance with the requirements of the Privacy and Data Protection Act 2014 (Vic) and Victorian Information Privacy Principles. For example we may collect your information through:

- Your registration for events online or at the door
- Through correspondence and communication.

### Collecting through our websites

Where our website allows you to make comments or give feedback, we collect your email address and sometimes other contact details. We may use your contact details to respond to your feedback.

Some services and functions on CFRCOM websites are delivered and hosted by third parties. These services have their own privacy policies, so when you choose to use these functions, the personal information you provide will be used and stored in accordance with their privacy policies.

### Cookies and website analytics

The CFRCOM uses a range of tools provided by third parties, including our internet service provider to collect or view website traffic information. These sites have their own privacy policies. We may also use cookies and session tools to improve your experience when accessing our website.

The information collected by these tools may include the IP address of the device you are using and information about sites that IP address has come from, the pages accessed on our site and the next site visited. We use the information to maintain, secure and improve our websites and to enhance your experience when using them.

### Social media

The CFRCOM uses social media sites to share and promote its services and functions. When you communicate with us using these services, we may collect your personal information but we only use it to help us to communicate with you and the public. The social networking service will also handle your personal information for its own purposes. These sites have their own privacy policies.

### Email lists

We collect your email, and sometimes other contact details, when you subscribe to our email lists. We only use this information for the purpose of sending you regular updates on the activities of the particular service, surveys for ongoing research and development of our services, and to administer the lists.



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## Disclosure and use of personal information

Any personal information collected by the CFRCOM will only be used for the purpose for which it has been collected, or for a purpose you would reasonably expect in carrying out the CFRCOM's activities and functions. Your information may also be used for ongoing research and development of our services.

The CFRCOM will disclose customer and stakeholder information to third parties in the following circumstances only:

- with the consent, expressed or implied, of the customer or stakeholder
- if, on an application by a person for information under the Freedom of Information Act 1992, the CFRCOM in conjunction with the Department of Environment, Land, Water and Planning adjudges that disclosure of that personal information would, on balance, be in the public interest
- as required by a court order
- as otherwise required or authorised by law
- in order to complete the purpose or function for which the information was provided.

Information received by the CFRCOM is protected from unauthorised use and disclosure by virtue of specific provisions in Privacy and Data Protection Act 2014.

## Storage

The CFRCOM is committed to keeping secure the data you provide us. The CFRCOM works actively to ensure that information is stored securely and accessed for approved purposes only.