

Privacy Policy

Deans Marsh Community Cottage Inc. (“the Cottage”) respects the privacy of all community members, volunteers, staff, and visitors. We are committed to protecting personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs).

1. What Information We Collect

We may collect personal information such as:

- Name, address, phone number and email
- Emergency contact details
- Relevant health or accessibility information (where necessary for safe participation)
- Volunteer and membership records
- Records of participation in Cottage programs, events, or services

2. Why We Collect Information

Personal information is collected for purposes such as:

- Managing memberships, programs, events, and activities
- Communicating with participants, volunteers, and staff
- Ensuring the safety and wellbeing of community members
- Meeting legal, funding, and reporting obligations

3. How We Store and Protect Information

- Personal information is stored securely (electronically or in paper form).
- Access is limited to staff and authorised volunteers who require the information to carry out their roles.
- We take reasonable steps to protect information from misuse, loss, and unauthorised access.

4. Sharing of Information

We do not sell or exchange personal information.

We may share information only when:

- Required by law
- With consent of the individual
- With funding bodies, where de-identified or required for reporting purposes

5. Access to Your Information

Individuals may request access to their personal information or ask for it to be corrected if inaccurate. Requests can be made by contacting the Cottage directly.

6. Policy Updates

This Privacy Policy will be reviewed annually. The most recent version will be available at the Cottage and on our website.

Contact Us

For questions, concerns, or requests regarding privacy, please contact:

Deans Marsh Community Cottage Inc.
10 Pennyroyal Valley Road, Deans Marsh VIC 3235
Mobile: 0499 851 334
Email: coordinator@deansmarshcottage.org.au