

Privacy

Purpose

To ensure the privacy of guests and staff.

Scope

All Castlereagh Conference Centre services

Primary purpose of personal information

Castlereagh Conference Centre will only use personal information for the primary purpose for which it is collected. In most cases, the purpose will relate to short-term residential accommodation and associated facilities for group activities. Generally, we will require information about the nature of the group and its activities, together with a contact name and address. This will assist us to:

- Make the experience enjoyable for all the people involved
- Offer services and support as required
- Take appropriate action where necessary
- Provide information about the services we offer.

Sensitive information such as medical and dietary will not be used for any purpose other than the primary purpose as described above.

Collecting and using personal information

We will maintain personal information for the purpose of analysing the nature and trends in the use of our venues such as identifying geographical areas served by different venues and the profile of the users to assist in determining facilities and services to be provided and associated marketing of the venues.

We will only use personal information about an individual for a secondary purpose (that is, something beyond the scope of the primary purpose) if the individual has consented or the use is otherwise permitted by the National Privacy Principles (NPP).

Keeping personal information secure

Castlereagh Conference Centre will take reasonable steps to keep personal information secure and will, subject to the NPP, comply with any request from an individual to correct or remove his or her information.

We will appoint a Privacy Officer who will be responsible for storing, correcting and giving individual's access to personal information about them. Castlereagh Conference Centre may charge fees for access to personal information.

The Privacy Officer will deal with any complaint that Castlereagh Conference Centre has not complied with this policy or the NPP.

Sensitive information

Personal information collected by Castlereagh Conference Centre may be sensitive information as defined in the NPP. As a non-profit organisation Castlereagh Conference Centre is permitted to collect sensitive information without an individual's express consent. However, we will endeavour to seek consent from the individual if sensitive information is sought for something other than the primary functions of Castlereagh Conference Centre.

Accountabilities

Role	Accountabilities
Privacy Officer	<p>Arrange for personal information to be stored securely.</p> <p>Organise for personal information to be corrected when inaccuracies are identified.</p> <p>Provide individuals access to their personal information upon request.</p> <p>Receive and deal with any complaint that Castlereagh Conference Centre has not complied with this policy or the NPP.</p>

Definitions

Term	Definition
National Privacy Principles	Principles enunciated in the <i>Privacy Amendment (Private Sector) Act 2000</i> for organisations that collect personal information

References

Legislative and other external references

- *Privacy Amendment (Private Sector) Act 2000* (Cth). Schedule 3—National Privacy Principles

Policies

- The Uniting Church in Australia, NSW Synod, Compliance With Privacy Legislation Kit, May 2002 (updated)
- *NSW Synod Privacy Policy*, Uniting Church Synod of NSW and the ACT web site, <http://nsw.uca.org.au/church/privacy.htm> (accessed 17-Apr-2013)

Appendix A: Privacy Officer

The Privacy Officer is:

Michael McKertich

297-305 Old Castlereagh Road, Castlereagh NSW 2749

Phone: 02 4729 0012