

Ensuring that privacy and confidentiality are protected is central to Civic operations.

The Australian Privacy Principles (APPs) set minimum standards covering the legitimate use of personal information. Civic is bound by the APPs which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

Personal Information

Civic collects personal information about its employees, service users and members for the purposes of delivering its services and carrying out any ancillary functions or activities, and in accordance with its Privacy Policy.

Civic will take reasonable steps to ensure that any personal information in its control or possession is protected against loss, unauthorised access, modification or disclosure.

Civic will not disclose any personal information to a third party without the individual's consent, or unless that disclosure is required or authorised by law.

Under no circumstances will Civic sell or receive payment for licensing or disclosing personal information about employees, service users or members.

Electronic

Civic's website may from time to time contain links to other websites. We do not have any control over those external websites. To verify how that website collects and uses information, the user should check the relevant data collection and storage policy in respect of that website.

In relation to electronic communications, no information transmitted over the Internet can be guaranteed to be secure, however Civic does take measures to safeguard against unauthorised use or disclosures.

Right of Access

All employees, service users and members of Civic have a right to access and direct Civic to update or amend records containing their personal information. There is no obligation to provide Civic with your personal information, however, not doing so may affect your ability to access our services and products or use our website.

All inquiries or complaints about privacy should be directed to the Chief Executive Officer.

This statement has been prepared in accordance with the Privacy Act 1988 (Cth). Civic reserves the right to review, amend and/or update the Privacy Policy from time to time. To obtain a full copy of our Privacy Policy please contact Civic Head Office on 9575 1900.