



**Rockhampton & Environs**

**Affordable Community Housing Limited**

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## **PRIVACY AND SECURITY STATEMENT**

REACH Limited will only collect personal information necessary for, or directly related to, its activities and functions and only by fair means.

When collecting personal information REACH Limited will ensure that a person is generally aware of:

- the purpose for which information is being collected;
- to whom the information is usually disclosed; and
- whether collection is authorised by law.

REACH Limited has possession of personal information and will ensure that there are reasonable safeguards against unauthorised access, use, modification or disclosure of the information.

Individuals are entitled to seek access to their personal information and to amend those records if they are inaccurate.

REACH Limited will take reasonable steps to ensure that any personal information used is accurate, current and complete.

In general, REACH Limited will use personal information only for the purpose for which it was collected and disclose personal information only if the individual concerned is reasonably aware of, or has consented to that disclosure.

However, REACH Limited may use or disclose personal information for any other purpose if your prior approval is obtained.

If REACH Limited is approached by a government agency (ie. Centrelink, Queensland Police Service) or summonsed by a court of law, to disclose personal information, REACH Limited will do so in all cases where disclosure of information is required by law.

All information collected by REACH Limited through the company's online services, is subject to the conditions of this document.