Camp Cooinda

Privacy policy

About us

We are Camp Cooinda Incorporated (ABN 30 015 662 017), an independent non-profit organisation that has been operating camps on the Gippsland Lakes in Eastern Victoria since 1960.

You can write to us at Camp Cooinda Inc,P.O. Box 1091, Windsor, VIC 3181. You can also telephone us on (03) 9013 9465 or contact the office.

Protecting personal information

We recognise the importance of protecting the privacy of individuals. We comply with the principles relating to the protection of personal information (including “sensitive" and “health'" information) set out in the *Privacy Act* 1988 (Cth) and the *Health Records Act 2001* (Vic).

This Privacy Policy contains our policies about how we deal with personal information.

If you would like more details about the personal information we hold about you, and our purposes for and the way in which we collect, hold, use and disclose that information, please contact us.

When, why and how we collect personal information

We may collect personal information when we receive an enquiry or application from a camper or leader to participate in a summer camp. This usually includes information about the camper or leader, parents, guardians or other emergency contacts. In the case of people wishing to volunteer as leaders, we may also collect information about people who will act as referees for the leader.

We will collect personal information only to process applications and enable participation in the camp program and for related purposes, such as to invite campers and leaders to attend future camps and reunions, as well as for the administration of Camp Cooinda Inc. generally.

When we collect personal information we will state how to contact us, how we will use the personal information, the persons to whom we may disclose the personal information, and what will happen if the personal information we request is not provided.

We may also need to collect **Health Information**. *Health information is a special type of personal information about a person's health or disability, a person's expressed wishes about future health treatment, or any health treatment provided to a person.*

We may need to collect health information when we accept a camper or leader to participate in a camp program, or during the camp itself, to ensure that we are aware of any medical conditions that may affect participation in the program and enable us to provide appropriate health care during the camp program.

We may need to collect **Sensitive Information**. *Sensitive information is a special type of personal information which is information or an opinion about a person's racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade union, sexual*

preferences or practices, or criminal record.

We may need to collect sensitive information when we conduct police checks on volunteer leaders.

We will only collect personal information directly from the individual who is the subject of the information, and not from any other person or organisation, when it is reasonable and practicable for us to do so. It may not be reasonable and practicable for us to collect personal information directly from the individual when a camper (or their parent or guardian) or leader provides emergency contact details about another person, where a parent or guardian provides information about a camper who is under the age of 18, or where a person applying to become a volunteer leader gives us the contact details of referees.

The purposes for which we will use or disclose personal information

We will not use or disclose personal information for any purpose other than to enable campers and leaders to participate in the camp program and to administer the camp generally, unless we have consent or the use or disclosure is authorised by law.

We will not give personal information to any other organisation to use for marketing purposes.

We may use personal information to provide news about future camps or other activities, such as camp reunions or training opportunities for our volunteer leaders. If you do not wish to receive this information, you can ask us not to use your personal information for that purpose again and we will remove your name from our mailing list.

The privacy legislation also allows us to use and disclose personal information for purposes related to public safety and law enforcement.

Our collection, use and disclosure of photographs

We may collect photographs of campers and leaders participating in the camp program.

Images of individuals in photographs are treated as personal information under the *Privacy Act* where the person's identity is clear or can reasonably be worked out from that image. We will treat any such pictures appropriately in accordance with this Privacy Policy.

In accordance with the *Privacy Act*, we will also obtain consent before collecting pictures if they contain sensitive or health information about a person who is identifiable in the picture.

We collect photographs of campers and leaders to share memories with other campers and leaders and to promote Camp Cooinda to other interested people by displaying the photographs on our website (www.campcooinda.au).

We may also pass photographs of Camp Cooinda activities on to other camping, media or other organisations to promote Camp Cooinda.

We are mindful that some people may not want their photo displayed on our website or used in promotional material. If you do not want us to display pictures of you on our website or use pictures of you in promotional material, please let us know and we will ensure that photographs of you are not used in this way.

How we maintain the integrity of your personal in information

To ensure that the personal information we hold is accurate, complete and up to date, we update our records using information that we seek before each camp, remove personal information that we no longer need or that is out of

date from our contact list, and correct any errors that you bring to our attention.

If we do not agree to correct any errors you bring to our attention, we will give you reasons for our refusal to do so. If you ask us to, we will attach a statement to the information acknowledging your claim that the information is inaccurate, incomplete or out of date.

How you can obtain access to your personal information

You can ask us for access to the personal information we hold about you. Your rights to access, and our rights to refuse access, are set out under National Privacy Principle 6 in the *Privacy Act* and Health Privacy Principle 6 in the *Health Records Act*.

How we secure your personal information

We understand the importance of keeping personal information we hold secure and confidential. We recognise the value of that information and do all that we reasonably can to protect it from misuse and loss, and from unauthorised access, modification and disclosure.

We do that by ensuring that Camp Cooinda committee members and volunteer leaders are aware of the requirements of the privacy legislation. We restrict access to paper and electronic files and store documents collecting personal information securely.

If you have a complaint

We take complaints that we receive about the way we treat personal information seriously.

If you have a complaint about the way we have treated your personal information, you should contact us.

We will investigate your complaint, inform you of the outcome of our investigation, and give you reasons for that outcome. If you are dissatisfied with the way in which we have handled your complaint, you should talk to the federal Privacy Commissioner or the Victorian Health Services Commissioner to review our decision.

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