# Dorrigo Support Centre Privacy Statement

This privacy policy sets out how Dorrigo Support Centre uses and protects any information that you give Dorrigo Support Centre when you use this website.

Dorrigo Support Centre is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, and then you can be assured that it will only be used in accordance with this Privacy Statement.

Dorrigo Support Centre may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 11<sup>th</sup> April, 2014.

### WHAT WE COLLECT

We may collect the following information:

- Photographs
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

## WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to understand your needs to provide you with a better service, and in particular for the following reasons;

- Internal record keeping
- We may use this information to improve our products and services
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail
- We may use the information to customise the website according to your interests.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### LINKS TO OTHER WEBSITE

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites should exercise caution and look at the Privacy Statement applicable to the website in question.

### CONTROLLING YOUR PERSONAL INFORMATION

You may choose to restrict the collection or use of your personal information in the following ways;

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do
  not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct market purposing, you may change your mind at any time by writing or emailing us at <a href="mailto:admin@dorrigosupport.org.au">admin@dorrigosupport.org.au</a>
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish for this to happen
- You may request details of personal information which we hold about you under the Data Protection Act 1998. If
  you would like a copy of the information held on you please write to Dorrigo Support Centre, 50 Hickory Street,
  Dorrigo, NSW, 2453.
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

#### DISCLAIMER

The information contained in this website is for general information purposes only. The information is provided by Dorrigo Support Centre and whilst we endeavour to keep the information up-to-date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits are arising out of or in connection with the use of this website.

Through this website you are able to link to the other websites which we are not under the control of Dorrigo Support Centre. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, Dorrigo Support Centre takes no responsibility for and will not be liable for the website being temporarily unavailable due to technical issues beyond our control.

#### DORRIGO SUPPORT CENTRE'S DETAILS

Dorrigo Support Centre 50 Hickory Street Dorrigo NSW, 2453

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