

Toowoomba Community Organic Gardens Association Privacy Statement

At TCOGA, we are committed to protecting your privacy and personal information. This statement outlines how we handle the personal data we collect in accordance with the Privacy Act 1988 and the 13 Australian Privacy Principles (APPs). It applies to information collected by TCOGA through our website, donation forms, surveys, events, and other activities.

As a Non-government organisation, TCOGA regularly collects personal information including names, phone numbers, email addresses, and messages from donors, volunteers, and other supporters. This information is gathered directly from individuals with their consent and is only used for TCOGA's functions and activities. We do not collect sensitive information without your explicit consent.

Per APP 1, we only collect personal information that is reasonably necessary for our functions and activities as a non-profit organization. The information is used for purposes such as processing donations, coordinating volunteers, sending updates on our work, and analysing engagement. You may opt-out of communications at any time.

Per APPs 2 and 3, we collect information through fair and lawful means with notice and consent. Our forms explain how data may be used. You can choose if and how your information is provided. We only process data for the original specified purpose.

Per APPs 4 and 5, we take reasonable steps to ensure data is accurate, up-to-date, complete, relevant, and not misleading. You can contact us to update your information if it changes.

Per APPs 6 and 7, we store personal data securely in electronic systems with access controls. Information is kept no longer than necessary for the purposes collected.

Per APPs 8 and 9, we allow individuals reasonable access to their personal data on request and ability to correct if necessary.

Per APP 10, we only use personal information for secondary purposes where reasonably expected and related to our functions, where consented to, or as otherwise allowed by law.

Per APP 11, we do not disclose your personal data without consent, unless required by law or necessary for related purposes like processing donations. Third party service providers who access data are bound by privacy obligations.

We do not adopt government related identifiers per APP 9. Cross-border disclosure of data only occurs in limited necessary cases per APP 8, such as service provider storage. No sensitive information is disclosed without express consent.

We may update this Privacy Statement from time to time to reflect changes in our practices or legal requirements. The most current version will be posted on our website.

We aim for full transparency around data handling as per APP 1. Please contact our secretary at TCOGA.Secretary@gmail.com if you have any concerns or questions about privacy at TCOGA.