

# Privacy Policy

Busselton Dunsborough Alliance Against Depression (BDAAD) respects your privacy.

BDAAD is committed to protecting your privacy and safeguarding the information we collect from you. BDAAD's Privacy Policy operates within the privacy guidelines contained in the Commonwealth Government of Australia Privacy Act 1988.

This policy applies to BDAAD's website and documented information you provide to us through hardcopy documents and electronic formats such as email.

## **Collection of personal information**

BDAAD may collect and record personally identifiable information, such as your name; date of birth; address; telephone, mobile and fax numbers; and email addresses.

From time to time, BDAAD will receive information you volunteer to provide such as digital pictures, explanatory text and survey responses. Details are kept strictly confidential.

## **Use of personal information**

BDAAD uses the personal information you provide:

- to assist us in identifying you so that we may provide information to you;
- to contact you or
- to respond to any queries.

## **Protection of personal information**

BDAAD stores information collected about you in electronic or hardcopy format. Security provisions are to a very high standard in both cases. Access to the information is limited only to personnel within the organisation that have appropriate security authorisation.

## **Disclosure of personal information**

BDAAD will not disclose your personal information unless we are required to do so by law.

## **Access to your personal information**

To maintain the currency and accuracy of your personal information, requests to change your personal information may be directed to the BDAAD Privacy Officer via email to [ContactUs@bdaad.org.au](mailto:ContactUs@bdaad.org.au)

## **Cookies**

Cookies are tiny text files that may be automatically saved on your computer whilst you are visiting a website. These pieces of information are applied to that site to enhance its functionality so that it may be more useful to you. BDAAD may use cookies within certain areas of our website to maintain non-specific information. We do not use cookies to store personal information about you or to track your Internet usage.

You may choose to set your computer to warn you each time a cookie is sent, or you may turn off all cookies. This is achieved by changing your browser settings or by using third-party privacy software. However, if you turn cookies off, some of our website's functionalities may become unavailable to you.

### **Future changes**

BDAAD reserves the right to amend its privacy policy at any time for any reason. BDAAD encourages you to periodically review this Policy to be informed of how BDAAD is protecting your information. The current version of the policy will be posted on the BDAAD website.

---

### **Enquiries**

BDAAD welcomes your comments regarding this Privacy Policy. All questions or objections regarding our Privacy Policy may be directed to BDAAD's Privacy Officer via email to [ContactUs@bdaad.org.au](mailto:ContactUs@bdaad.org.au) or post to:

The Privacy Officer  
Busselton Dunsborough Alliance Against Depression,  
PO Box 812, BUSSELTON, WA 6280,  
Australia.

### **Complaints**

Anyone who requires further information regarding the BDAAD privacy practices or who feels that there has been an unwarranted invasion of their privacy, should contact The Privacy Officer. BDAAD will use commercially reasonable efforts to promptly determine and remedy the problem.