



Privacy Policy

1. Introduction

Leeton Connect Inc. ("Leeton Connect," "we," "our," or "us") is committed to safeguarding the privacy of personal information collected, held, and administered from our directors, employees, volunteers, financial members, sponsors, and other stakeholders (referred to collectively as "Stakeholders"). We value the privacy and security of your personal information and are dedicated to complying with the Australian Privacy Act 1998.

2. Purpose

This Privacy Policy outlines our approach to handling personal information and serves as a framework for our privacy practices. It also explains how we collect, store, use, disclose, and provide access to personal information, as well as the purposes for which personal information is utilised.

3. Definitions

Privacy Statement: A document that declares Leeton Connect's intentions regarding Stakeholders' information and data, including how personal information is stored, how Stakeholders can access this information, and the purposes for which personal information is used and disclosed.

4. Collection and Use of Personal Information

Leeton Connect collects and administers a range of personal information to ensure that we have the most up-to-date contact details and information for our database of Not-for-Profit organisations, Business',

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Charities, and the Leeton Community Digital Hub. We are committed to adhering to the following principles as a minimum standard in handling personal information:

4.1 Collect Only Necessary Information

We collect and retain personal information that is necessary for Leeton Connect's primary functions, which include networking and facilitating training events for the benefit of our Stakeholders.

4.2 Transparency

We will inform Stakeholders of the reasons for collecting their information and how we intend to administer the gathered information. This will typically be done at the time of data collection or as soon as practicable thereafter.

4.3 Use and Disclosure

We will use and disclose personal information only for our primary functions or for purposes directly related to those functions, unless we obtain the individual's consent for another purpose. We will not use or disclose personal information for purposes unrelated to our functions unless required or permitted by law.

4.4 Data Security

Leeton Connect takes data security seriously and implements reasonable measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. We ensure that our staff and any third parties who handle personal information are aware of and comply with these security obligations.

4.5 Access and Correction

Stakeholders have the right to access their own personal information held by Leeton Connect and can request its correction if it is inaccurate or incomplete. We will respond to such requests in accordance with the Privacy Act.

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5. Complaints and Contact Information

If you have concerns about how Leeton Connect handles your personal information or believe there has been a breach of privacy, please contact us using the information provided below. We will investigate and respond to your complaint in accordance with the Privacy Act.

6. Contact Information

If you have any questions, comments, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

Leeton Connect Inc.

contact@leetonconnect.org

Leeton NSW 2705

7. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal reasons. The most recent version will be made available upon request, and any significant changes will be communicated to our Stakeholders. We encourage you to review this Privacy Policy periodically for updates.

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