



PCCC Port Curtis Coral Coast Trust Limited
For The Port Curtis Coral Coast Aboriginal Peoples
Charitable Trust Board
ABN: 166 697 669

PORT CURTIS CORAL COAST LTD

(on behalf of
PCCC People's Charitable
Trust).

PRIVACY POLICY

AUGUST 2015



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At PCCC Ltd, we take care to respect your privacy.

What we collect

We may collect the following information:

- Name
- Family Details
- Apical Ancestor(s)
- Email address.
- Postal Address
- Contact number (s)

What we do with the information we gather:

We require this information to understand your needs and provide you with better services and support, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- Identify and communicate Education, Employment, Training and Economic Development opportunities to PCCC people.
- Develop a PCCC Family Tree database.

Collection of information how and why we collect information

Personal and sensitive information is only collected as is reasonably necessary for a function or activity of the PCCC Trust to enable it to maintain its activities and deliver better services to the PCCC community.

Personal information about an individual will only be collected from that individual with their consent.



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Collection will be undertaken by a method that is fair, by way of applications for assistance from the PCCC Trust, with a responsibility to provide assistance to PCCC people only, the Trust must establish the family genealogy to descendants of the PCCC Native Title Claim group.

Any data collection shall be lawful and not unreasonably intrusive.

Use and Disclosure of Information

Information will only be used or disclosed for the primary purpose for which it was collected. In some instances, information provided by individuals may be used to keep them better informed about the PCCC Trust's activities and services, such as by way of a newsletter, or other approved media. Individuals will have the rights to opt out of receiving such additional mailings.

Personal information about an individual will not be used or disclosed for a secondary purpose unless:

The purpose is closely related to the primary purpose and the individual would reasonably expect the information to be used in that way, or the individual has consented. PCCC Ltd will not share information about an individual with any 3rd party except to comply with an applicable law or valid legal process. PCCC will not sell or exchange or release personal information about an individual for any reason including commercial gain.

Quality of information

Reasonable steps will be taken to ensure information collected and used is complete, accurate and up to date.



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Security and storage of Information

All reasonable steps will be taken to protect personal information from misuse, loss, unauthorised use, modification or disclosure. Personal information will be destroyed or permanently de-identified when it is no longer needed for the purpose for which it was collected.

All reasonable steps will be taken to store personal information collected in an appropriate secure data storage/collection media.

The PCCC website contains links to other websites and as such does not accept responsibility for the privacy practices or the content of linked websites.

Openness of Information

This privacy policy setting out our management of personal information will be available on request and will be available on the PCCC website www.pccctrust.com.au

Reasonable steps will be taken to allow any person, on request, to ascertain generally what sort of personal information is held in relation to that person, for what purpose, how it was collected, stored and used.

Accessibility of Information

Information held on an individual is accessible to them on request (except where frivolous and vexatious) and will generally be available free of charge. Reasonable steps will be taken to ensure the information provided is accurate and up to date.

Identifiers

Identifiers used will be unique to PCCC Ltd.



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Sensitive Information

Sensitive information about an individual will not be collected without that individual's consent, or the information collected in the course of the PCCC Trust activities where the individual is in regular contact in relation to those activities and the individual understands that the information will not be disclosed without consent..

Confidentiality

Personal and/or sensitive information will be collected and maintained on confidential databases maintained by PCCC Trust in support of its activities and service provision.

Directors, Staff and volunteers, who may have access to personal and/or sensitive information in the course of their duties, will respect its confidentiality and not disclose the information to any third party.

Breaches of confidentiality by Directors will be dealt with in accordance with Director's Code of Conduct; staff will be dealt with in accordance with the conditions of employment to the staff of PCCC Ltd.

Deed of Trust

The PCCC Peoples Charitable Trust Deed of Trust provides the objectives of PCCC Ltd.

Planning for the future of PCCC People : Investing in Our Future through effective Education Programs for Our children : Respecting, Caring and Supporting Our Elders and Culture : Caring for Our Land and Sea Country : Working to create Economic Opportunities for PCCC People : Developing Best Practice Corporate Governance Standards for All PCCC Entities : Engaging with, and Listening to Our People