

Protecting your privacy

At CoAct we are committed to protecting the privacy of your information.

We will use our best efforts to ensure information remains private and is used for the purposes it was collected. We collect, use and store your information to provide services to you. This includes:

- Employment related services
- Complying with department requirements
- Marketing which informs you of services
- Providing Service Partners system access
- Surveys to assess needs of stakeholders. This includes you. You can choose to opt out of these surveys.



We will take reasonable steps to ensure your information is accurate, complete and up to date. You are encouraged to help us keep your information accurate by contacting CoAct staff. When we collect information from you we will explain why we need it.

We only collect personal information about you that is reasonably necessary for, or directly related to our business activities or functions. We take great care and effort to ensure that the information you provide to us remains private and is used only for the purpose for which it was collected. We use a range of measures to protect your information from misuse, loss, unauthorised access or disclosure.

We may, where necessary, disclose the personal information we collect about you to third parties engaged by us to carry out, advise or assist with the carrying out of our business activities. We do not disclose personal information to other organisations for the purposes of direct marketing.

CoAct does not disclose customer information to overseas recipients and does not store data offshore.

If you wish to make a complaint please contact CoAct's Privacy Officer:

Phone: 02 8281 2400

Email: integrity@coact.org.au

To read CoAct's Privacy policy overview or full privacy policy, visit: coact.org.au/privacy-policy-overview/