**KOORLINY KAATTIJIN PTY LTD** **Privacy Policy**

Effective Date: [Insert Date]

Introduction

Koorliny Kaattijin Pty Ltd is dedicated to protecting the privacy of our clients, employees, and business partners. This Privacy Policy outlines our practices and procedures for collecting, using, and disclosing personal information in compliance with the Australian Privacy Principles (APPs) as set out by the Office of the Australian Information Commissioner (OAIC).

Scope

This policy applies to all Koorliny Kaattijin Pty Ltd operations and covers all personal information we collect, use, and disclose, regardless of the medium through which it is gathered.

Principles

1. **Open and Transparent Management of Personal Information (APP 1):**
   * We adhere to a clear and transparent approach when handling personal information, ensuring that our management practices are open to scrutiny and that individuals can access their own information upon request.
2. **Anonymity and Pseudonymity (APP 2):**
   * Where possible and lawful, individuals have the option to not identify themselves or to use a pseudonym when dealing with us.
3. **Collection of Solicited Personal Information (APP 3 and 4):**
   * We collect personal information only by lawful and fair means and only when it is necessary for our business functions or activities.
4. **Dealing with Unsolicited Personal Information (APP 4):**
   * Unintended information received by our company will be assessed promptly, and if it is not required, it will be destroyed or de-identified securely.
5. **Notification of the Collection of Personal Information (APP 5):**
   * We will inform individuals at the time, or as soon as practicable thereafter, of the collection of their personal information and its intended use.
6. **Use or Disclosure of Personal Information (APP 6):**
   * Personal information will only be used or disclosed for the primary purpose it was collected unless consent is obtained for secondary purposes or as required by law.
7. **Direct Marketing (APP 7):**
   * We may use personal information for direct marketing purposes if the individual has provided consent or it is permissible under law, with a simple opt-out mechanism in all communications.
8. **Cross-border Disclosure of Personal Information (APP 8):**
   * Prior to disclosing personal information to overseas recipients, we will take steps to ensure they are compliant with the APPs.
9. **Adoption, Use or Disclosure of Government Related Identifiers (APP 9):**
   * We will not use government-related identifiers as our own identifiers, unless required or authorized by law.
10. **Quality of Personal Information (APP 10):**
    * We strive to ensure personal information we hold is accurate, complete, and up to date.
11. **Security of Personal Information (APP 11):**
    * We commit to safeguarding personal information against loss, unauthorized access, and misuse through appropriate administrative, technical, and physical safeguards.
12. **Access to Personal Information (APP 12):**
    * Individuals have the right to request access to, and correction of, their personal information held by us.
13. **Correction of Personal Information (APP 13):**
    * We will correct any personal information that is inaccurate, out-of-date, incomplete, irrelevant, or misleading.

Related Documents:

* Access to Information Procedures
* Information Security Protocol

Review

This Privacy Policy is subject to regular review and may be updated to reflect changes in our personal information management practices or changes in relevant legislation.

Enquiries

For any questions or concerns regarding this privacy policy or the management of your personal information, please contact:

[Designated Privacy Officer Contact Information]

Acknowledgement of Country: Koorliny Kaattijin Pty Ltd acknowledges the Traditional Custodians of the lands on which we operate and pays respect to their Elders past, present, and emerging. We commit to respecting the cultural heritage, customs, and beliefs of Indigenous people.

This document is provided for informational purposes and is not a legally binding contract. Koorliny Kaattijin Pty Ltd’s Privacy Policy is subject to the laws of the Commonwealth of Australia.