



breast cancer
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Protecting your privacy is important to Breast Cancer Care WA.

Read our [Notification Statement](#) which provides information about how we collect and use personal or sensitive information about you.

Breast Cancer Care WA – ABN 77 221 238 430 (referred to as “we”, “us” and “our”) will endeavour to handle your personal information in accordance with our Privacy Policy and the Australian Privacy Principles.

This Privacy Policy summarises how we handle your personal information. We may revise this Privacy Policy from time to time by updating this page. The revised Privacy Policy will take effect when it is posted on our website.

Privacy Policy

Purpose

- 1) Breast Cancer Care WA is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.
- 2) A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

What is Personal Information and why do we collect it?

- 1) Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone numbers.
- 2) This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.
- 3) To view our Notification statement, please click here ***

Sensitive Information

- 1) Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.
- 2) Sensitive information will be used by us only:
 - a) for the primary purpose for which it was obtained,
 - b) for a secondary purpose that is directly related to the primary purpose,
 - c) with your consent, or
 - d) where required or authorised by law.

Third Parties

- 1) Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

- 1) Your Personal Information may be disclosed in a number of circumstances including the following:
 - a) third parties where you consent to the use or disclosure, and
 - b) where required or authorised by law.

Security of Personal Information

- 1) Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure.
- 2) When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.
- 3) However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Your direct debit or credit cards

- 1) We use Secure Socket Layer (SSL) certificates which is the industry standard for encrypting your credit card and debit card numbers, your name and address so that it cannot be viewed by any third party over the internet. Your financial information is encrypted on our servers and access to this information is restricted to our authorised staff only.

Access to your Personal Information

- 1) You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.
- 2) In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

- 1) It is an important to us that your Personal Information is up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.