**Corangamite Catchment Management Authority
PRIVACY COLLECTION STATEMENT**

**Privacy**

This collection statement explains how the Corangamite Catchment Management Authority (Corangamite CMA) collects, uses and discloses personal information. The Corangamite CMA is governed by and adopts the Information Privacy Principles set out in Schedule 1 of the "Privacy and Data Protection Act 2014 (Vic) (the Act)”. The Corangamite CMA sees that protection of personal information as important and is committed to the protection and professional handling of personal information that it collects.

This Privacy Statement may change from time to time and changes will take effect from the date of posting them on our website.

**About Us**

The Corangamite CMA’s statutory objective is to protect and enhance land, water and biodiversity in the Corangamite region. Established under the Catchment and Land Protection (CaLP) Act 1994, we are a statutory authority with a board appointed by the Minister for Environment and Climate Change. We have obligations under the CaLP Act 1994 and the Water Act 1989 for overseeing land, biodiversity and water resources management based on an understanding and commitment to sustainable use, conservation and rehabilitation of those resources within the Corangamite catchment area which stretches from Geelong to Ballarat and along the coast to Peterborough.

Our Vision is a *healthy and productive lands and waters cared for by thriving communities*.

**Your Personal Information**

Personal information is information about you, whether recorded in physical form or not, from which your identity could reasonably be determined. Personal information that may be collected by us include name, gender, address, telephone numbers, email contact details, occupational details, details about your personal interests, images of you and other information relevant to the business activities undertaken by the Corangamite CMA.

Where the Corangamite CMA asks that you provide your personal information and you decide not to provide it, the Corangamite CMA may not be able to provide you with the some or all of its services.

Collection of Personal Information

The Corangamite CMA collects personal information several different sources, these include:

* Communications between you and the Corangamite CMA, including via telephone, email or in writing (e.g. online enquiries, feedback forms, surveys, registration for events and competition and promotions);
* your participation in interviews, discussions and forums with the Corangamite CMA (e.g. by filming or recording you) and competitions or promotions organised by the Corangamite CMA;
* When you access or register on Corangamite CMA websites (including [www.ccma.vic.gov.au](http://www.ccma.vic.gov.au));
* When you use any services provided by (or on behalf of) the Corangamite CMA; and
* From publicly available sources of information

Information is collected, wherever possible, from you personally. The Corangamite CMA will collect your personal information fairly, lawfully and without undue intrusion. At the time your personal information is collected the Corangamite CMA will take reasonably steps to let you know whether there are any consequences of not providing that information. The Corangamite CMA will not collect sensitive personal information about you (e.g. information about your ethnic or racial origin) unless first obtaining your consent.

**Use and Disclosure of Personal Information**

The personal information that you provide the Corangamite CMA gives valuable insights into the views of Victorians on the current state of the natural resources within the Corangamite catchment. This information can help the Corangamite CMA to achieve its goals of providing useful support in managing the land, biodiversity and water resources of the Corangamite catchment and delivering suitable services to you. The Corangamite CMA may also send you information and updates about natural resource management initiatives, events and services and provide you with information, news and updates relating to natural resource management. If you do not wish to receive these updates or information please email info@ccma.vic.gov.au.

The Corangamite CMA also uses personal information for the purpose(s) that are communicated to you at the time of collection (or a related purpose that you would reasonably expect).

The Corangamite CMA may disclose your personal information to third parties, such as:

* Its professional advisors (e.g. auditors);
* Web monitoring service providers;
* Other government and regulatory authorities and other organisations:

o As required or authorised by law;

o As is reasonably necessary for the assistance for law enforcement and the protection of public revenue; or

o For application interoperability purposes (e.g. to reduce the need for you to re-enter your personal information into building and planning compliance applications operated by or on behalf of those authorities or organisations);

* Organisations that assist the Corangamite CMA to conduct or analyse data; and
* Other organisations that assist the Corangamite CMA to provide services to you (e.g. hosting and software providers)

We take reasonable steps to ensure these third parties are bound by privacy obligations and confidentiality in regard to the protection of your personal information.

**Data Quality and Security**

The Corangamite CMA will take reasonable steps to:

* Ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date (the accuracy of your information depends on the information that you provide and if you inform the Corangamite CMA of changes or updates); and
* Protect your personal information from modification, disclosure, misuse, loss or unauthorised access and securely destroy personal information if it is no longer required

The Corangamite CMA has implemented security policies, technology, rules and measures to help protect the personal information that is under its control. However, while the Corangamite CMA endeavours to protect your personal information, the Corangamite CMA cannot ensure or warrant the security of any information transmitted via online.

**Access**

You have the right to access the personal information we hold about you. Requests for access should be sent to the Corangamite CMA at the contact details at the bottom of this Privacy Statement. You can also submit a formal application under the Freedom of Information Act 1982 (Vic). Fees may apply to cover the cost of accessing and providing this information to you.

**Anonymity**

Wherever it is lawful and practicable, the Corangamite CMA will allow you to interact anonymously with us.

**Website Privacy**

You can visit and browse Corangamite CMA’s websites without disclosing your personal information. However, where you enter and submit your personal information on a website (e.g. complete and submit a webform), your personal information will be managed in accordance with this Privacy Statement.

The Corangamite CMA’s websites contain links to many other third party sites. The Corangamite CMA is not responsible for the content and the privacy practices of other websites and does not endorse or authorise the content of any third party websites. It is advisable to look at each site’s privacy policy and make your own decisions about providing personal information when browsing those sites.

The Corangamite CMA uses a variety of web monitoring technologies (via third part service providers) to gather information to aid in improving the sites and designing them to be more user-friendly. These technologies include:

* Clickstream data
* Cookies
* Web beacons

**Contacting Us**

Any questions relating to this Privacy Statement or your personal information can be directed to:

Corangamite Catchment Management Authority 64 Dennis Street P.O. Box 159 COLAC

Ph: +61 (03) 5232 9100 Fax: +61 (03) 5232 2759 Email: info@ccma.vic.gov.au

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