

Privacy Collection Statement Information Sheet



Richmond Fellowship QLD (RFQ) values the privacy of your personal and health information and is committed to open and clear management of the information it obtains, holds and uses.

This commitment includes protecting the privacy of your personal information, in accordance with the Australian Privacy Principles (APPs) set out in the Privacy Act (1988).

This Privacy Collection Statement should be read in conjunction with our [Privacy Policy](#).

COLLECTION OF INFORMATION

RFQ collects personal and sensitive information only if you have consented to the information being collected and if the information is reasonably necessary to carry out business functions or services. We will only collect information for a purpose that relates directly to our functions and activities as a provider of psychosocial recovery services.

USE AND DISCLOSURE

RFQ will only use personal and sensitive information for purposes which are directly related to the primary reason it was provided and how you would reasonably expect RFQ to use the information.

RFQ will not disclose personal information unless you have given consent or one of the exceptions under the Privacy Act applies. For example, if the information is requested by a court order or if the use of information is authorised under Australian law.

ACCESS AND CORRECTION OF INFORMATION

RFQ will correct any personal information that is incorrect, out of-date, incomplete, irrelevant, or misleading. This includes taking reasonable steps to notify the correction to any organisation or government agency to which information was disclosed. You may request access to correct your personal information at any time by contacting RFQ.

RETENTION OF INFORMATION

RFQ retains personal information only for the purposes the information was collected or received. Personal information is kept for the duration determined by applicable regulatory requirements. For instance, the minimum recommended period for retention of research data is five years from the date of publication.

When your personal information is no longer required, RFQ will ensure it is securely stored until it is deleted or destroyed at the end of the minimum retention period.

HOW TO CONTACT US

If you have any questions in relation to privacy or how we manage your personal information, please contact us on 07 3363 2555 Alternatively, you can e-mail: quality@rfq.com.au