

# Privacy Policy

## Introduction

Burnett Mary Regional Group for Natural Resource Management Ltd (BMRG) is committed to protecting the privacy of your personal information in accordance with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). This Privacy Policy outlines how we collect, use, disclose, store, and dispose of your personal information.

Our commitment to governance is reflected in our adherence to the Not-for-Profit Company Governance Principles, specifically Principle 9: Conduct and Compliance, and Principle 10: Culture. We seek the full support of our Board, employees, partners, and funding bodies in upholding these principles.

## Scope

This Privacy Policy applies to all stakeholders, including our clients, employees, partners, and website users.

## Collecting Personal Information

We collect personal information necessary for providing our services and carrying out our functions. Examples of personal information we collect include names, addresses, email addresses, and phone numbers. We may obtain this information through various means, such as interviews, correspondence, workshop attendance, telephone, email, our website, media, publications, and third-party sources.

We will only collect your personal information from you where it is reasonable and practicable to do so. If we receive information about you from third parties, we will take reasonable steps to ensure you are made aware of the information provided to us.

## Use and Disclosure of Personal Information

BMRG uses your personal information for the primary purpose of providing our services, reporting to clients as per our contractual obligations, and marketing. We may also use your personal information for secondary purposes closely related to the primary purpose, where you would reasonably expect such use or disclosure.

We may disclose your personal information to third parties in circumstances where you have provided consent or where it is required or authorised by law.

## Protection of Personal Information

We take reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification, or disclosure. We store your personal information securely, and when it is no longer needed for the purpose for which it was collected, we will take reasonable steps to destroy or permanently de-identify it. Most of the personal information we hold will be stored in client files, which we keep for a minimum of 7 years.

## Accessing and Correcting Personal Information

You may request access to the personal information we hold about you and ask us to update or correct it, subject to certain exceptions. To access or update your personal information, please contact us in writing at [admin@bmrq.org.au](mailto:admin@bmrq.org.au).

We may require identification from you before releasing the requested information. We will not charge any fee for your access request but may charge an administrative fee for providing a copy of your personal information.

## Sensitive Information

Sensitive information, as defined in the Privacy Act, includes information or opinions about 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.

We will only use sensitive information for the primary purpose for which it was collected, a secondary purpose directly related to the primary purpose, with your consent, or where required or authorised by law.

## Changes to This Privacy Policy

We may update this Privacy Policy from time to time. The most recent version will always be available on our website.

## Contacting Us

If you have any questions, concerns, or complaints regarding our Privacy Policy, please contact us at:

Privacy Officer  
Burnett Mary Regional Group  
Level 34, 345 Queen Street  
Brisbane QLD 4000  
Email: [admin@bmrq.org.au](mailto:admin@bmrq.org.au)  
Phone: (07) 4181 2999