

**Casting for Recovery Victoria Privacy Policy – July 2017**

This privacy policy for Casting for Recovery Vic (CfR Vic) is based on the Australian Privacy Principles as published by the Office of the Australian Information Commissioner, January 2014.

 *Australian Privacy Principle 1—open and transparent management of personal information*

 CfR Vic collects and holds personal information as provided by an applicant for a CfR Vic retreat. This information includes contact details and some personal information like shirt size and possible physical and mobility limitations. This is required to assist our casting instructors with tailoring their instruction. Also, to meet any special requirements applicants may have.

 This personal information is collected from the application form that a participant completes. The personal information is stored, as received, in a secure container. Contact information may be stored in an electronic form.

This personal information is used for contacting applicants, assessing their suitability to participate in a CfR Vic retreat and any special requirements they may have. Personal information is disclosed on a ‘need to know’ basis. This may include the retreat coordinator and casting instructors.

 An applicant may access their personal information by contacting CfR Vic by post or email. CfR Vic will make any necessary corrections as identified by the individual.

 If an applicant wishes to lodge a complaint about a breach of this policy they may do so by contacting CfR Vic by post or email.

No personal information will be disclosed to overseas recipients.

 This privacy policy will be made available on the Casting for Recovery Vic website (www.castingforrecoveryvic.org). It can also be requested by post or email.