

Privacy Policy

Introduction

Hartley Lifecare Incorporated (Hartley) respects and upholds your right to privacy protection under the Australian Privacy Principles, as outlined in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. This policy outlines how we collect, use, disclose, and hold your personal information.

Collection of Personal Information

We collect personal information that is necessary for us to provide our services, including but not limited to your name, contact details, and any other information you provide to us. This information is collected through various means, including our website, email, phone, and in-person interactions.

Use of Personal Information

The personal information we collect is used to:

- Provide and manage our services
- Communicate with you
- Improve our services
- Comply with legal obligations
- Disclosure of Personal Information

We may disclose your personal information to:

- Our employees and volunteers
- Service providers who assist us in operating our website and conducting our business
- Legal and regulatory authorities as required by law

Data Security

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorized access, modification, or disclosure. This includes implementing physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Access and Correction

You have the right to access and correct your personal information held by us. To do so, please contact us at reception@hartley.org.au. We will respond to your request within a reasonable timeframe.

Request for Data Deletion

Hartley Lifecare respects your right to request the deletion of your personal information held by us. Requests for deletion must be submitted in writing to reception@hartley.org.au and clearly specify the personal information you wish to have deleted. We will review the request and provide an initial response within 10 business days. If the deletion is permissible, we will securely erase the data from our active systems and records within 30 calendar days

Changes to this Privacy Policy

We may update this privacy policy from time to time. Any changes will be posted on our website, and we encourage you to review this policy periodically.

Contact Us

If you have any questions or concerns about this privacy policy or our privacy practices, please contact us at:

Hartley Lifecare Incorporated
6 Hodgson Place, Pearce ACT 2607
Phone: (02) 6282 4411
Email: reception@hartley.org.au