

## Notification of collection of personal information

---

Thank you for providing your personal information.

### **Collection of information**

Common Ground Queensland has collected personal information about you as a result of you completing our forms which we require for the purposes of providing our services. The purpose of this notice is to inform you about that collection and your rights in relation to Common Ground Queensland's use and storage of your personal information. You should read this notice and ensure you understand it.

Common Ground Queensland may collect personal information about you from third parties such as government departments. However, Common Ground Queensland will obtain your consent before doing so.

### **Purposes of collection**

All personal information is collected, held, used and disclosed by Common Ground Queensland for the primary purpose of providing supportive housing and affordable housing.

This means Common Ground Queensland collects, uses and holds personal information for the following primary purposes:

- To understand you, your needs and how we can meet your needs now and in the future;
- To provide safe and secure supportive housing and affordable housing;
- To comply with our legal obligations, particularly to our funding bodies including the Queensland and the Commonwealth Governments; and
- To manage our services and perform administrative and operative tasks, such as:
  - Developing our services;
  - Assisting with risk management; and
  - Training staff.

Common Ground Queensland may also use your personal information for marketing and fundraising purposes. However, Common Ground Queensland will only do so with your consent.

If Common Ground Queensland cannot collect all or some relevant personal information, we may not be able to properly fulfill our purposes, functions and obligations. For example, Common Ground Queensland may not be able to properly assess a tenant's eligibility for housing.

### **Disclosure of personal information**

Common Ground Queensland will only disclose personal information to third parties when necessary. The third parties which Common Ground Queensland discloses personal information is limited to necessary government departments, housing agencies and health professionals. We will obtain your consent before disclosing any personal information to a third party.

### **Enquires, access and correction of personal information and complaints policy**

Information regarding your rights to access and correct your personal information held by Common Ground Queensland and your rights of complaint is contained in our Privacy and Confidentiality Policy. A copy of our Privacy and Confidentiality Policy can be located [here](#). Alternatively, you can request a copy of our Privacy and Confidentiality Policy free of charge by contacting us at [admin@commongroundqld.org.au](mailto:admin@commongroundqld.org.au) or by calling (07) 3370 8320.