# Privacy Policy – Dom Polski Centre Adelaide

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At Dom Polski Centre Adelaide, we care about your privacy. We understand how important it is to keep your personal information safe and to use it responsibly. That’s why we follow the Privacy Act 1988 (Cth) and the Australian Privacy Principles to guide how we collect, use, and protect your information.

1. What We Mean by Personal Information

Personal information is any detail that can identify you. This might be your name, address, phone number, email, date of birth, occupation, or details about how you’ve interacted with us. We only collect the information we genuinely need in order to provide our services and keep things running smoothly.

2. How We Collect Your Information

We usually collect your personal information directly from you. This could happen when you become a member, renew your membership, attend one of our events, contact us by phone or email, fill out a form, or subscribe to our updates. Sometimes we may receive information from public sources or from third parties, but only if it's legally allowed and relevant to your relationship with us.

3. Why We Collect It

We collect and use your personal information so we can verify your identity, process your membership or event participation, communicate with you, and provide access to our services and facilities. We also use this information to send you updates, newsletters, and important announcements. From time to time, we may contact you about upcoming events, activities, or special offers we think you’ll be interested in. In all cases, the aim is to enhance your experience and ensure we’re meeting our responsibilities.

4. Who We Share It With

We never sell or rent your personal information. We only share it when it’s necessary. This might happen if you’ve given your permission, if we’re legally required to, or if someone’s safety is at risk. Occasionally, we work with trusted service providers who help us with things like technology, communications, or administration. These partners are required to protect your privacy and keep your information secure, just like we do.

5. Keeping Your Information Safe

We take privacy seriously. Your information is stored securely, whether it’s in digital or physical form. We use systems and procedures to prevent unauthorised access, ensure confidentiality, and protect against misuse or loss. When we no longer need certain information, we securely dispose of it or remove identifying details.

6. Accessing and Updating Your Information

You’re welcome to ask us what personal information we hold about you at any time. If something is incorrect or out of date, let us know and we’ll fix it. We believe it’s your right to access and manage your own information, and we’ll always do our best to make the process easy for you.

7. Staying Anonymous

Whenever it’s reasonable and practical, you have the option to remain anonymous or use a different name when dealing with us. Just keep in mind that in some situations, such as applying for membership or attending a registered event, we might need your real details to provide the right support or services.

8. Changes to This Policy

From time to time, we may update this privacy policy to reflect changes in how we operate, updates in the law, or improvements in how we manage personal information. You’ll always find the most up-to-date version on our website.

9. Contact Us

If you have any questions about how we handle your personal information, or if you’d like to access or correct your details, please get in touch with us. We’re here to help and will do our best to respond quickly and respectfully.

You can contact us by email at dompolskicentre@gmail.com, by phone on (08) 8223 3884, or visit our website at www.dompolskicentre.org.au.