

## Privacy Notice

This document sets out how we use, collect and disclose personal information about you. It replaces any information about privacy we have previously provided to you. Further information is in our Privacy Policy available on our website [www.unityhousing.org.au](http://www.unityhousing.org.au)

At Unity we give priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the Privacy Act 1988 (Commonwealth).

### How we collect your personal information

We usually collect your personal information directly from you. We may also collect it from your support providers or referral agencies, medical practitioners, law enforcement, dispute resolution, statutory and regulatory bodies and publicly available sources.

### Why we collect your personal information

We collect and use your personal information to enable us to provide housing services to you and assist you to maintain your tenancy.

### Who we disclose your personal information to

We will only share your personal information with another individual or organisation when we have your written consent or when required in the provision of housing and repair services to you. In certain circumstances we may provide information without your consent to government, law enforcement, dispute resolution, statutory or regulatory bodies as required by law.

### Disclosure overseas/Cloud storage

Unity may use a server hosted overseas or cloud storage to store data which may include your personal information. We regularly review the security of our systems used for storing and sending personal information. Any information disclosed may only be used for the purposes of collection detailed above and system administration.

### Access to your personal information and complaints

You can ask for access to the personal information we hold about you and seek to change it by contacting our Privacy Officer. We may ask you to put your request in writing. Our Privacy Policy contains details of how you can make a complaint about a breach of privacy principles contained in the Privacy Act 1988 (Commonwealth).

You can contact us with regard to Privacy issues as follows:

Privacy Officer  
Unity Housing Company Ltd  
81 Osmond Terrace  
Norwood SA 5067  
Phone: 08 8237 8777  
Email: [admin@unityhousing.org.au](mailto:admin@unityhousing.org.au)

You may contact the Privacy Commissioner if you are dissatisfied with our response to your request for information at [www.oaic.gov.au](http://www.oaic.gov.au)