Privacy Collection Notice

Information Document No. INF 5013

Version: 1

Version Date: 30/09/2026

This document is written in an easy-to-read way.

We use pictures to explain some ideas.

Endeavour Foundation wrote this document.

When you see "**we**", it means **Endeavour Foundation.**

regular

bold

Some words are in **bold.**

These words are the name of something.

You can ask a family member, friend, advocate, or support person to help you read this document.

What is Privacy Collection?

Privacy Collection is how we collect and look after your personal information.

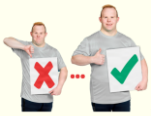
It can include:

- your name
- your date of birth
- your phone number or email
- information about your disability
- photos or images of you.

We collect information when you:

- fill in forms
- talk to us
- use our services
- use our website.

Why do we collect your information?



We collect information so we can:

- provide services and supports
- check if you can use our services
- support you at work
- communicate with you
- improve our services
- meet our legal responsibilities
- manage donations, fundraising and lotteries.

We only collect the information we need.

How do we collect your information?

We usually collect information directly from you.

This can happen when you:

- complete a form
- call us
- send us an email
- attend a program or event
- use our website.

Sometimes we collect information from other people. This may include:

- your doctor
- your support coordinator
- a service provider
- a referee.

How do we use and share your information?

We use your information to provide services and support.

Sometimes we may share your information with:

- support coordinators
- health professionals
- service providers
- government agencies
- auditors and regulators.

We only share information when:

- you say it is OK
- the law allows us to.

We take steps to keep your information safe.

Where is your personal information stored?

Most of your information is stored in Australia.

Sometimes information may be stored or accessed overseas.

When this happens, we make sure strong privacy protections are in place.

We take steps to keep your information safe.

What happens if you do not provide information?

You can choose whether to give us your information.

If we do not have enough information:

- we may not be able to provide some services
- we may not be able to provide you with some supports
- we may not be able to offer some opportunities.

Can you see or change your information?

You can ask to:

- see the information we hold
- correct the information that is wrong
- update information that has changed.

How to contact us

Privacy Officer

Endeavour Foundation

PO Box 355

Tingalpa QLD 4173

Phone: 1800 112 112

Email

privacy@endeavour.com.au

If you are not happy with our response, you can contact the

Office of the Australian Information Commissioner

Website:

www.oaic.gov.au

Phone

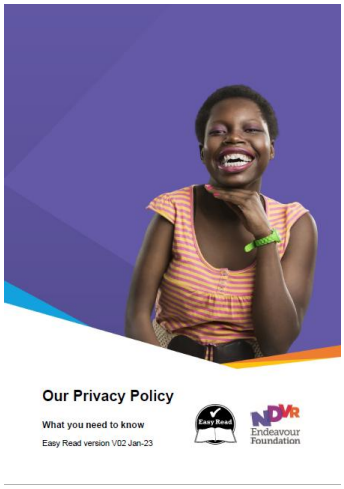
1300 363 992

Your consent

When you give us your information, you agree that:

- you have read this document
- you understand this document
- Endeavour Foundation can collect your information
- Endeavour Foundation can use your information
- Endeavour Foundation can share your information.

Sometimes the law allows us to collect, use or share information without asking for our consent.



You can read our full Privacy Policy at

www.endeavour.com.au/privacy-policy