

# PRIVACY COLLECTION NOTICE

## Capricornia Stronger Places, Stronger People

*Auspiced by Central Queensland University*

This collection notice explains how Central Queensland University (CQUniversity), as the auspice organisation for Capricornia Stronger Places, Stronger People (SPSP), collects, uses, and discloses your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the *Privacy Act 1988* (Cwlth).

### 1. Identity and contact details

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Your personal information is collected by and held by:

Organisation	Central Queensland University (CQUniversity), as auspice for Capricornia Stronger Places, Stronger People (SPSP)
Address	Building 65, 554–700 Yaamba Road, Norman Gardens QLD 4701
Email	capicorniasp@acqu.edu.au
Website	<a href="https://capicorniasp.org.au">https://capicorniasp.org.au</a>

Capricornia SPSP operates under the auspice of CQUniversity. CQUniversity holds responsibility for the personal information collected through Capricornia SPSP activities.

### 2. Collection of Information from Third Parties

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In some circumstances, SPSP may collect personal information about you from sources other than directly from you. This may occur where:

- a community organisation, service provider, government agency, or research partner shares data or records with us as part of collaborative data collection or community engagement activities;
- you participate indirectly in group activities (such as community forums or focus groups) where information about you is discussed or recorded by other participants;
- publicly available data sets, administrative records, or government-published datasets include information about individuals in the Rockhampton Region or Livingstone Shire; or
- partner agencies (including the Australian Government's Department of Social Services or the Queensland Government) share relevant program data with us.

Where your personal information is collected from a third party, and you may not be aware of this, we will take reasonable steps to notify you as soon as practicable after collection.

### 3. Authority for collection of personal information

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The collection of your personal information is authorised and regulated by the following legislation:

- *Information Privacy Act 2009* (Qld) — which governs how Queensland public authorities, including universities, handle personal information;

- *Privacy Act 1988* (Cwlth) — applicable to CQUniversity as a higher education provider receiving Commonwealth funding;
- *Higher Education Support Act 2003* (Cwlth) — which governs obligations associated with Commonwealth-funded higher education activities;
- *Public Records Act 2023* (Qld) — which requires CQUniversity to create and maintain certain records.

The SPSP initiative is supported by the Australian Government’s Department of Social Services and the Queensland Government. Collection of information may also be required to meet conditions of funding agreements with these government bodies.

#### **4. Purpose of collection**

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SPSP collects your personal information for the following specific purposes:

##### **(a) Community needs assessment and snapshot**

To gather a current picture of the wellbeing, service access, and lived experience of children, families, and individuals across the Rockhampton Region and Livingstone Shire. This data forms a baseline ‘community snapshot’ used to identify gaps, priorities, and opportunities for place-based action.

##### **(b) Design and delivery of place-based strategies**

To inform the development of community-led strategies and action plans that address local disadvantage, improve equity, and create better futures for children and families. Your input directly shapes how Capricornia SPSP designs and prioritises its work.

##### **(c) Community engagement and participation**

To invite, coordinate, and manage your participation in community engagement activities such as surveys, interviews, focus groups, community forums, and co-design workshops.

##### **(d) Measurement, evaluation, and learning**

To measure the progress and outcomes of the SPSP initiative over time, evaluate the effectiveness of interventions, and contribute to learning across the national Stronger Places, Stronger People program. This includes longitudinal tracking of community indicators.

##### **(e) Research and knowledge building**

To support research activities that build understanding of the drivers of disadvantage in the Capricornia region and what works to address them. Where research involves human participants, it will be conducted under CQUniversity’s Human Research Ethics framework.

##### **(f) Reporting to funders and Government Partners**

To meet reporting obligations to the Australian Government Department of Social Services and the Queensland Government as funding bodies for the SPSP initiative. Reported information will generally be de-identified or aggregated wherever possible.

#### **5. Consequences of not providing personal information**

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Your participation in SPSP activities is voluntary. However, if you choose not to provide certain personal information, the following consequences may apply:

- If you decline to participate in surveys, interviews, or focus groups, we will be unable to include your experiences and perspectives in the community snapshot or in the design of local strategies. This means your voice may not be reflected in decisions that affect your community.
- If you are a service provider or organisation and decline to share relevant data, we may have an incomplete picture of local service capacity, which could affect the accuracy of the community snapshot and the strategies developed from it.
- In most cases, you can choose to provide only some information or to participate in only some activities. For example, you may complete a survey without answering every question, or you may participate in a community forum without sharing identifying personal details. Please speak with a member of the Backbone Team if you wish to discuss alternatives.

There is no obligation to participate in SPSP activities, and declining to do so will not affect your access to any government services or benefits.

## 6. Usual disclosure of personal information

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SPSP may disclose your personal information to the following entities in the course of SPSP activities:

- **Australian Government – Department of Social Services (DSS):** As the primary Commonwealth funder of the SPSP initiative, DSS may receive progress reports and evaluation data. Where practicable, information disclosed will be de-identified or aggregated.
- **Queensland Government agencies:** Including but not limited to the Department of Child Safety, Seniors and Disability Services, and the Department of Education, where relevant to community planning, data sharing arrangements, or joint initiatives.
- **National SPSP Program Coordinator:** The national coordinating body for the Stronger Places, Stronger People initiative may receive program-level data and evaluation findings to support cross-community learning. Information will be de-identified where possible.
- **CQUniversity researchers and staff:** Personnel involved in the delivery, evaluation, and auspice management of the SPSP program.
- **Community partner organisations and members of the Leadership Group:** Local organisations and individuals who are part of the governance and implementation of the SPSP initiative may access relevant community-level data, generally in de-identified or aggregated form.
- **Research institutions or evaluators:** External evaluators or researchers engaged to assess the impact of the SPSP initiative may receive data, subject to ethics approval and data sharing agreements.

SPSP will not sell your personal information and will not disclose it for commercial purposes unrelated to the SPSP initiative.

## 7. Disclosure to overseas recipients

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SPSP does not anticipate disclosing your personal information to overseas recipients in the ordinary course of SPSP activities.

However, please be aware that some of the digital tools or platforms used to collect or store information (such as survey or data management platforms) may be hosted on servers located outside Australia. Where this is the case, SPSP will take reasonable steps to ensure those service providers are bound by privacy obligations equivalent to the Queensland Privacy Principles and the Australian Privacy Principles.

If overseas disclosure becomes necessary for a specific purpose, you will be informed at the time of collection or prior to that disclosure.

## **8. Access and correction of personal information**

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Under privacy legislation, you have the right to:

- access the personal information SPSP holds about you;
- request correction of personal information that is inaccurate, out of date, incomplete, irrelevant, or misleading;
- make a complaint if you believe your personal information has been mishandled.

To make an access or correction request, or to lodge a privacy complaint, please contact:

Privacy Contact	Executive Director
Address	Building 65, 554–700 Yaamba Road, Norman Gardens QLD 4701
Email	capricorniasp@cqu.edu.au
Website	<a href="https://capricorniasp.org.au">https://capricorniasp.org.au</a>