



Minimum Nutrition
Nutrition Education & Counselling

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Privacy Policy

Effective Date: October 2025

Minimum Nutrition (ABN 26 776 414 815) (collectively and individually referred to as “Minimum Nutrition”, “we”, “us” or “our”) is committed to complying with the Privacy Act 1988 (Cth) (“Privacy Act”) and the Australian Privacy Principles (“APPs”) as well as the privacy provisions of any other applicable legislation. We take your privacy seriously and this form sets out how we collect, use, disclose and store your personal information.

Collection of Personal Information

This policy covers all personal information collected and held by us. This includes any information or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from people through our office, over the phone and over the internet.

Types of personal information collected and stored can include a person’s full name, date of birth, residential and postal address, phone numbers, Medicare details, Department of Veterans’ Affairs details, private health care details, health information, as well as current treating doctors, specialists and/or allied health professionals names, contact details and locations. This information is collected to provide you with the best possible nutrition care.

Personal information will be collected in a lawful and fair manner, with full disclosure to the individual on how and where to contact us. Information will only be collected that is necessary for the function or activity of the business (administrative or billing purposes) or required to provide personalised quality health care.

If the collection of sensitive information (as defined under the Privacy Act) is required, we will treat it with the utmost security and confidentiality. We will ensure that it is not collected for any purposes, other than those for which we have obtained the individual’s consent, unless the law requires otherwise, or other exceptional circumstances prevail as described under the Privacy Act.

Where an individual chooses not to provide requested information, we will advise that individual of what consequences this non-disclosure may have. For example, withholding certain information may limit our ability to provide relevant offers or services to individuals.

Storage, Use and Disclosure of Personal Information

Personal information is stored in a secure environment, with all reasonable steps taken to protect against unauthorised access, modification or disclosure. Personal information will be managed in a confidential and secure manner and destroyed appropriately when no longer required. Ongoing technological improvements will be monitored and implemented in order to safeguard personal information.

Personal information will be used for the purpose of providing quality and personalised health care. We may also use your personal information for research and statistical analysis in order to improve our level of care.

Personal information will only be disclosed in accordance with the Privacy Act and only in the following circumstances:

- For the purposes for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect;
- Where we have the consent of the individual to do so;
- As required by law, or under other circumstances where permitted under the Privacy Act.

In the course of our business activities, we may need to disclose some of your personal information to relevant staff. It is unlikely that we will disclose personal information to any overseas recipients. To the extent that we are required to do so by law or otherwise, we will comply with the APPs.

Access to Personal Information

Individuals have the right to access their personal information and seek corrections to that information upon request. Minimum Nutrition may occasionally need to deny access to personal information in accordance with the exemptions contained in the Privacy Act. If you wish to access your personal information, please contact us and we will provide you with the information within a reasonable time.

If you believe that the personal information we hold about you is inaccurate, incomplete or out of date, you may request that we correct it. We will take all reasonable steps to correct any inaccuracies in a timely manner.

Opt-out

You have the right to opt-out of any marketing communications from us. If you wish to opt-out, please contact us and we will remove you from our marketing list.

Inquiries

Privacy related inquiries or complaints can be directed to Donna Duncombe, by email: info.minimumnutrition@gmail.com or donna@minimumnutrition.com.au

This policy will be available upon request and amended when required.