



PRIVACY POLICY FOR PERSONAL INFORMATION

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1. PURPOSE AND APPLICATION

- 1.1 Industry Arts is an organisation responsible for training and educating all enrolled students. Industry Arts is dedicated to ensuring that we comply with our obligations under the *Privacy Act 1988* (Cth) (Australia) and the Australian Privacy Principles ("APP").
- 1.2 This Privacy Policy establishes how Industry Arts protects personal information and explains:-
 - 1.2.1 what personal information Industry Arts collects;
 - 1.2.2 how Industry Arts uses/discloses that information;
 - 1.2.3 how Industry Arts stores that information; and
 - 1.2.4 your entitlement to access personal information.

By 'personal information', we mean information or an opinion about an identified individual or an individual who is reasonably identifiable.

- 1.3 This Policy applies to all personal information collected, stored, used and disclosed by Industry Arts.
- 1.4 You consent to our collection and use of your personal information in the manner detailed in our Privacy Policy, including the disclosure of your personal information to overseas recipients as set out in section 7 below.

2. WHAT PERSONAL INFORMATION INDUSTRY ARTS COLLECTS

- 2.1 Industry Arts only collects personal information that is relevant to and reasonably necessary for Industry Arts to fulfil its purposes, functions, activities and objectives, including to serve and work with its students, staff and other individuals (collectively "you").
- 2.2 Industry Arts will only collect personal information which you have voluntarily provided to us, or consented to us collecting.
- 2.3 The main points at which your personal information may be collected by Industry Arts are:-
 - 2.3.1 on visiting Industry Arts' website or Studioware;
 - 2.3.2 when enrolling as a student of Industry Arts, or enrolling on behalf of a student of Industry Arts;
 - 2.3.3 when undertaking any dance examinations, undertaking classes or undertaking any external performance – for example Eisteddfods;
 - 2.3.4 when applying to and joining Industry Arts as an Employee;
 - 2.3.5 when making a donation to Industry Arts; and
 - 2.3.6 when otherwise contacting or communicating with Industry Arts.

- 2.4 The type of information Industry Arts may collect includes, but is not limited to:
- 2.4.1 name, address, email address, other contact details and date of birth;
 - 2.4.2 bank account details and credit card information;
 - 2.4.3 qualifications, experience, dance training and work history;
 - 2.4.4 performing arts affiliation and any other relevant memberships;
 - 2.4.5 the amount of any donation made.
- 2.5 We generally collect personal information directly from you and from third parties associated with your training, for example referees.
- 2.6 When Australian law applies, some information we collect is 'Sensitive Information' (as defined in the *Privacy Act 1988* (Cth), such as memberships of a professional association). Where we collect sensitive information, it will only be collected with your consent.
- 2.7 The only personal information Industry Arts collects from you via its website or Studioware is that which you agree to provide, for example, when you complete an online form or enrolment.

3. HOW INDUSTRY ARTS USES/DISCLOSES THAT INFORMATION

- 3.1 Your personal information will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent, other than for the purpose of working with you, and providing training services to you or the student that you represent.
- 3.2 Industry Arts has business relationships with third parties. In some instances, Industry Arts may disclose your personal information to third parties that we have engaged to provide us with services on your behalf such as costuming, event management or payment processing. Wherever possible, these third parties have agreed to treat personal information they receive from us in a confidential manner.
- 3.3 In general terms, personal information held by Industry Arts may be used by Industry Arts or disclosed to third parties for one or more of the following purposes:
- 3.3.1 training, performance, costuming, assessments, competitions, examinations and continuing professional development. This may involve the disclosure of personal information to third parties connected with such matters;
 - 3.3.2 enrolment;
 - 3.3.3 inviting you to attend Industry Arts events and/or offering workshops endorsed or supported by Industry Arts. This may involve disclosure of your personal information to third party organisers for the purpose of registration;
 - 3.3.4 offering benefits and other services to you, such as Industry Arts e-bulletin, newsletter publication, information to students, updates and discounts on products and services available to Industry Arts students and their families that are provided by external partners to Industry Arts;
 - 3.3.5 sending notices and communicating with you;

- 3.3.6 confirming your enrolment of Industry Arts to members of the public;
 - 3.3.7 reporting to regulators and government departments in relation to the objects of Industry Arts as required by law;
 - 3.3.8 monitoring the conduct of students under the Code of Conduct and the Code of Practice for Teachers;
 - 3.3.9 procuring funding, donations or other support for the activities of Industry Arts;
 - 3.3.10 if you are an Industry Arts student, or family member or representative of an Industry Arts student, providing your contact information to other students, family members or representatives from Industry Arts;
 - 3.3.11 conducting or facilitating research or surveys for purposes related to Industry Arts or its activities; and
 - 3.3.12 otherwise collecting, using, or disclosing personal information about you in a manner consistent with the purposes, objectives, and functions of Industry Arts.
- 3.4 Industry Arts may also disclose your personal information, within Australia as required or permitted by law. In Australia, this includes disclosure to the following persons in order to enable Industry Arts to comply with the law, enforce our policies, or protect our or others' rights, property or safety:
- 3.4.1 Our professional advisors including lawyers, accountants, tax advisors and auditors;
 - 3.4.2 Law enforcement bodies to assist in their functions, Courts of law or as otherwise required or authorised by law;
 - 3.4.3 Debt collection agencies and other parties that assist with debt-recovery functions; and
 - 3.4.4 Regulatory or government bodies for the purposes of resolving customer complaints or disputes both internally and externally or to comply with any investigation by one of these bodies.

4. HOW INDUSTRY ARTS STORES THAT INFORMATION

- 4.1 Industry Arts is committed to ensuring the security of your personal information. Industry Arts is responsible for ensuring that personal information held by Industry Arts about you is protected by such security safeguards as it is reasonable in the circumstances to take against loss, unauthorised access, modification, disclosure or other misuse of your personal information.

5. ENTITLEMENT TO ACCESS PERSONAL INFORMATION

- 5.1 You are entitled to request access to your personal information held by Industry Arts.
- 5.2 In normal circumstances Industry Arts will give you full access to your information.
- 5.3 However, there may be some legal or administrative reasons to deny access. If Industry Arts decides to deny access, Industry Arts will provide you with the reason why.

- 5.4 You are entitled to request the correction of any personal information, and if there is a reasonable basis for declining the correction request, you are entitled to request that a statement of correction sought but not made be attached to the information.
- 5.5 If you would like to access your personal information or if you believe that your personal information may be inaccurate, out of date or incomplete, you can make a request for access or correction by sending an email to information.industryarts@gmail.com. We will respond to your request for access and/or correction within 20 working days after your request is made.

6. KEEPING INFORMATION ACCURATE AND UP TO DATE

- 6.1 Industry Arts makes every reasonable effort to keep your information accurate, up to date and complete, in order for Industry Arts to provide the best possible service to you. You can assist by keeping Industry Arts informed of any updates such as address change, email change or legal name change. Please contact us as soon as practicably possible when your information changes by emailing us at information.industryarts@gmail.com.

7. DISCLOSURE TO RECIPIENTS OUTSIDE AUSTRALIA OR NEW ZEALAND

- 7.1 Occasionally, the information you provide to Industry Arts may be accessed by or given to staff and third parties working outside of Australia.
- 7.2 Where Australian law applies, the information you provide to Industry Arts may be accessed by or given to staff and third parties in the US and other countries identified in the Appendix to this Privacy Policy. This list of countries is not exhaustive and may change from time to time.
- 7.3 Where disclosure is made in accordance with section 7.2 above, APP 8.1 requires Industry Arts, before it discloses personal information to an overseas recipient, to take such steps as are reasonable, in the circumstances, to ensure that the overseas recipient does not breach the APPs. If you consent to Industry Art's disclosure of your information to overseas recipients, APP 8.1 will not apply to that disclosure so that, if an overseas recipient handles your personal information in a manner which breaches the APPs, Industry Arts will not be accountable under the *Privacy Act 1988* (Cth) for the breach, nor will you be able to seek redress under the *Privacy Act 1988* (Cth). We also note that the recipient may not be subject to laws or principles which are similar to the APPs.
- 7.4 Industry Arts will put in place arrangements with any overseas recipients, whereby the recipients are obliged to comply with the APPs and any other relevant privacy principles.

8. REPORTING A BREACH OF YOUR PRIVACY

- 8.1 If you have any concerns that your privacy has been compromised or have any other privacy related complaint, please email information.industryarts@gmail.com and we will contact you within 10 business days to confirm receipt of your email. We will then investigate your complaint and provide you with our response within a reasonable time. If after receiving our response, you still consider that your privacy complaint remains unresolved, you may then, for example, take your complaint to the Office of the Australian Information Commissioner.

9. CHANGES TO OUR PRIVACY POLICY

9.1 We reserve the right to modify this Privacy Policy at any time by posting changes to the Corporate Governance section of the website.

10. CONTACTING INDUSTRY ARTS

10.1 If you have any questions regarding Industry Art's Privacy Policy or its handling of personal information please contact Laura-Beth Wood at information.industryarts@gmail.com, or by telephone on 0420 550 443 (from Australia).

11. DEFINITIONS

Term	Means
"Industry Arts"	Industry Arts, ABN 119 219 18638.
"Student"	Means a person (or in the case of those under the age of 18), parent or legal guardian (representative of a student) enrolled in classes at Industry Arts

APPENDIX

PRIVACY POLICY

List of Countries

- United States of America
- United Kingdom
- New Zealand
- Ireland
- India