

# **PRIVACY POLICY**

Frankston Theatre Group (Inc) is committed to protect the privacy of its members and patrons and understands the importance of maintaining confidentiality.

This statement has been prepared in accordance with the Victorian Government's Privacy Principles.

## **1. Collection**

We collect only that personal information necessary to carry out our required functions and to offer the best value and service to our members and patrons.

## **2. Use and Disclosure**

We do not sell or distribute lists of our members or patrons, or their contact details, to any other organization or person, unless prior consent has been obtained from that member or patron. Any disclosure would be for the purpose of direct marketing of Frankston Theatre Group events and such disclosure would only occur when we are satisfied that the organization receiving the information has a Privacy Policy to the same standard as Frankston Theatre Group.

## **3. Data Quality**

We endeavour to ensure that all personal information held is accurate, complete and current.

## **4. Data Security**

We take all reasonable steps to protect personal information from misuse, loss, unauthorized access, modification or disclosure.

## **5. Openness**

Our Policy Documents relating to management of personal information are available on request.

## **6. Access and Correctness**

On request, any member or patron may seek access to their personal information. This information will be amended on request.

## **7. Unique Identifiers**

We do not use unique identifiers, e.g. those which might be assigned by a government agency (Medicare or Tax File Numbers), and which might diminish privacy.

## **8. Anonymity**

Where it is lawful and feasible to do so, patrons can transact with us without identifying themselves.

## **9. Transborder Data Flow**

We have no need for the transference of private information outside the state of Victoria.

## **10. Sensitive Information**

We do not collect information that could be reasonably classed as "sensitive information"

Adopted by the full Committee of Frankston Theatre Group Inc. 10.09.03

**Additional to Privacy Policy of Frankston Theatre Group Inc**

## **A. Policy relating to management of personal information**

### **Re:**

#### **“5. Openness**

Our Policy Documents relating to management of personal information are available on request”

Information is retained as follows:

#### Members

Contact details: Name, address, phone numbers and email address as supplied by new members on application for membership. Information may be amended at member's request.

Activity details: Details of member's interests and previous involvement in particular group activities related to productions and other administration or social activities necessary for the conduct of the group's business.

#### Patrons

Contact details: Name, address, phone numbers and email address, as supplied by the patron in order that we may notify them of details of our future productions and other related group activities.

Patron's details may be deleted or amended from the mailing list on request.

## **B. Policy relating to the collection of “sensitive information”.**

### **Re:**

#### **10. Sensitive Information**

We do not collect information that could be reasonably classed as “sensitive information”.

e.g. racial or ethnic origin, political views, religious beliefs, sexual preferences, memberships of groups or criminal records.

As adopted 10.09.03