

# Canberra Dance Theatre

## Privacy Policy



### Overview

1. This policy outlines how Canberra Dance Theatre (CDT) complies with the privacy obligations under the *Privacy Act 1988* (Cth) (the Privacy Act) (CDT's) and our obligations to you, in respect of how we manage your personal information.
2. CDT has voluntarily adopted the Australian Privacy Principles (APP) contained in the *Privacy Act 1988* (Cth) (the Privacy Act). The APP govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

### Collection of your personal information

3. Personal information is information or an opinion that identifies an individual. Examples of personal information that CDT collects includes names, addresses, email addresses, phone numbers, emergency contact details and class attendance history.
4. CDT only collects personal information when it is necessary for CDT's functions or activities, including:
  - a. providing services to you, including dance classes and studio hire, and managing payments for those services
  - b. contacting you (directly or via an email subscription service)
  - c. maintaining CDT's register of members, in accordance with section 67 of the *Associations Incorporation Act 1991* (ACT).
5. CDT uses third party services to collect personal information for our functions and activities (links to these services' privacy policies are also provided):
  - a. Bookeo, our class booking system. When you register for dance classes or become a CDT member, personal information may be collected and held on Bookeo. ([bookeo.com/privacy](http://bookeo.com/privacy))
  - b. Xero, our financial management system. When you make a financial transaction with CDT (such as paying for a class online, send an invoice to CDT or receive an invoice from CDT), personal information may be collected and held on Xero. ([xero.com/au/legal/privacy](http://xero.com/au/legal/privacy))
  - c. Square, our credit card payments system. When you make an online credit card payment to CDT, personal information may be collected and held on Square. CDT does not directly store your credit card details and credit card payments are processed securely through Square. ([squareup.com/au/en/legal/general/privacy](http://squareup.com/au/en/legal/general/privacy))
  - d. Mailchimp, our mailing list system. When you sign-up to receive email updates, your name and email address is collected and held on Mailchimp. ([intuit.com/privacy/statement](http://intuit.com/privacy/statement))
6. CDT uses social media, including Facebook and Instagram, to communicate with you and to promote CDT to the public. Your personal information may be collected when you use social media to communicate with us, but CDT only uses it to help us to communicate with you and the public. The social media service will also handle your personal information for its own purposes.
7. When you visit our website ([canberradancetheatre.org](http://canberradancetheatre.org)), the website may log your Internet Protocol (IP) address, the time of your website visit, pages accessed, any documents downloaded, and the type of web browser used for statistical purposes. Any such statistical analysis does not identify you.

### Sensitive information

8. In some circumstances, CDT may need to collect sensitive information, which might include information about health, association memberships or criminal history. CDT will only collect sensitive information where it is required by law, only for the purpose for which it was obtained and with your consent.

### **Anonymity and pseudonymity**

9. Where possible, you may use a pseudonym when providing personal information to CDT. For example, you may use a pseudonym, when registering for a class on Bookeo.
10. If you are a CDT member, you may also ask CDT to restrict access to your personal information recorded in CDT's register of members, in accordance with section 67B of the *Associations Incorporation Act 1991* (ACT).

### **Images and video**

11. CDT occasionally takes images and videos of performances and classes for promotional and historical purposes. CDT will take all reasonable steps to seek your consent, prior to photography and publication. You may request CDT to take down images or videos of you, which has been published online.

### **Direct marketing**

12. CDT will only use your personal information (such as your name and email address) to directly market to you, where you have consented to receive such communications. For example, when signing up your email address for the CDT e-news. You can opt-out of such communications at any time, using the 'unsubscribe' link in those emails.

### **Disclosure of personal information**

13. CDT will only disclose your personal information outside of CDT, where required or authorised by law; or where you have consented to the disclosure.

### **Storage and security of personal information**

14. CDT primarily stores your personal information digitally. CDT has taken security measures such as two-factor authentication for authorised users and strong password security to protect your personal information from misuse or loss; or from unauthorised access, modification or disclosure.
15. When your personal information is no longer needed for the purpose for which it was obtained, CDT will take reasonable steps to destroy or permanently deidentify your personal information.

### **Quality of personal information**

16. CDT takes all reasonable steps to ensure your personal information is accurate, complete and up to date. This includes recording information in a consistent format and promptly updating existing records, when new or updated information is collected.

### **Access to your personal information**

17. You have the right to access the personal information CDT holds about you and ask CDT to correct that personal information. CDT will ask you to verify your identity before CDT gives you access to that information.

### **How to contact us or make a complaint**

18. If you have any queries or complaints about our Privacy Policy, please contact us at:
  - [office.canberradancetheatre@gmail.com](mailto:office.canberradancetheatre@gmail.com)
  - GPO Box 886, Canberra ACT 2601