

Privacy Policy

Effective Date: 13/05/2024	Review Date: 13/05/2026
Scope <input checked="" type="checkbox"/> Organisation Wide	Site Specific <input checked="" type="checkbox"/> Dom Polski <input checked="" type="checkbox"/> Any site of practice/ performance
Application	<input checked="" type="checkbox"/> Dancers <input checked="" type="checkbox"/> Committee

1.0 Purpose

- TATRY is required to respect the confidentiality of members and parents' personal information and the privacy of individuals. This Policy sets out how TATRY manages personal information including how it holds, uses, discloses and updates the personal information provided or collected by it.
- The Polish Folklore Ensemble TATRY Adelaide Inc (referred to as TATRY) is committed to managing personal information in an open and transparent manner.
- TATRY is bound by the Australia Privacy Principles contained in the Commonwealth *Privacy Act 1988 (Cth)*.

2.0 Policy Details.

PRINCIPLES

2.1 Type of personal information collected

TATRY collects and holds personal information, including health and other sensitive information, about:

- students and parents and/or guardians (parents) before, during and after the resignation or retirement from the group, including but not limited:
 - name, contact details (including next of kin), date of birth, gender,
 - medical information (e.g. details of disability and/or allergies),
 - photos and videos at events;

Personal Information provided by an individual:

TATRY will generally collect personal information through a number of ways, including but not limited to:

- forms filled out by parents or students;
- electronic means including emails and telephone calls;
- consent forms;
- website notification or on-line tools such as apps;
- photographs and videos;

2.2 Use of personal information

- TATRY will use personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

Members and parents:

- In relation to personal information of members and parents, TATRY's primary purpose of collection is to enable TATRY to provide dancing lessons to members enrolled at TATRY, exercise its duty of care, and perform necessary associated administrative activities, which will enable members to take part in all activities.

- The purposes for which TATRY uses personal information of members and parents include:
 - to keep parents informed about matters related to their child/children's lessons, through correspondence, newsletters and magazines;
 - day-to-day administration;
 - looking after members' social, and medical wellbeing.

2.3 Disclosure and storage of personal information

- TATRY may disclose personal information, including sensitive information in accordance with section 4.4 of this Policy, held about an individual for educational, administrative and support purposes. This may include but is not limited to:
 - state and federal government departments and agencies
 - anyone who TATRY is required or authorised to disclose the information by law, including child protection laws.

2.4 Treatment of sensitive information

- Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

2.5 Management and security of personal information

- Tatry are required to respect the confidentiality of members' and parents' personal information and the privacy of individuals.
- Tatry has in place steps to protect the personal information held from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods. These include the locked storage of hard copy files, and the secure disposal of records when they are no longer required.

2.6 Access and correction of personal information

- Tatry endeavours to ensure that the personal information it holds is accurate, complete and up to date. Annually, Tatry will invite families to check and confirm that all personal information is correct.
- In addition, under the Commonwealth *Privacy Act 1988 (Cth)*, an individual has the right to seek and obtain access to any personal information that Tatry holds about them and to advise Tatry of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

2.7 Consent and rights of access to the personal information of “students”

- Tatry respects every parent's right to make decisions concerning their child's education in relation to Polish Dance.
- Generally, Tatry will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Tatry will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student.
- However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of Tatry's duty of care to the student.

3.0 Policy Scope

- The provisions of this Policy apply to all personnel and sensitive information (personal information) collected and held by TATRY

4.0 Related Policies/ Procedures

Nil

5.0 Policy Owner

Tatry Committee - endorsed at the meeting held 13/5/24

6.0 Definitions

Nil

7.0 Appendices / Forms

Nil