



Privacy Policy

June 2026

PRIVACY POLICY

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Introduction & Legislative Framework

Skunkworks Community Inc. (ABN 39 648 443 038) is firmly committed to protecting your privacy and managing personal information in a highly transparent, secure, and responsible manner. This Privacy Policy outlines our operational protocols for the collection, storage, usage, disclosure, and disposal of personal information. Our practices strictly align with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), which establish the legislative standard for data integrity and individual privacy rights within Australia.

This policy applies universally to all participants, students, parents, guardians, staff members, volunteers, independent contractors, donors, audience members, and digital visitors interacting with Skunkworks Community activities, including youth ensembles, performance projects, regional tours, workshops, intensive camps, events, and educational initiatives.

Scope of Personal and Sensitive Information Collected

Personal Information is any data or opinion that uniquely identifies an individual. Skunkworks Community Inc. collects specific categories of personal and sensitive data depending on the individual's age group and nature of engagement:

For Children and Young People (under 18)

- Full name, legal date of birth, and gender identity.
- Residential address, current school enrollment, and academic year level.
- Primary and secondary parent or legal guardian contact configurations (phone numbers, email addresses).
- Comprehensive medical logs, accessibility prerequisites, and dynamic dietary needs.
- Emergency contact profiles and localised contact sequences.
- Historical participation metrics (rehearsal logs, event presence, camp attendance, performance tracking).
- Formal media permissions, specific opt-out constraints, and dynamic photographic/videographic records

Adults (18 Years and Older)

- Full contact information (legal name, phone number, secure email address, residential/billing address).
- Professional qualifications, certifications, artistic portfolios, and instrumental specialisation notes (for tutors, operational staff, and active volunteers).
- Verified Working with Children Check (WWCC) numbers, Victorian Institute of Teaching (VIT) status, and official national police check registries.
- Medical tracking profiles, dietary requirements, and accessibility adjustments if attending intensive residential camps or extended ensemble tours.
- Australian Business Numbers (ABN) and corporate bank account details (for independent contractors, guest conductors, and invoice distribution).

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- Any contextual data points explicitly provided to facilitate professional integration with Skunkworks Community.

Collection Methodology & Third-Party Platforms

Data collection is executed primarily through transparent, direct-from-user interactions. Information is collected via:

- Digital and physical forms populated during application, enrollment, registration, or expression of interest cycles.
- Audience ticket reservations, event check-ins, merchandise transactions, and philanthropic donations.
- Integrations with authorised third-party digital sub-processors, including but not limited to TryBooking, Google Forms, Stack TeamApp, and Mailchimp.
- Consensual photographic capture, high-definition video archiving, and multi-track audio recordings captured during public showcases, concerts, and residential programs.

Purpose and Utilisation of Collected Data

Skunkworks Community Inc. collects and processes Personal Information primarily to deliver tailored educational and performance services, manage organisational safety, and execute strategic marketing. Data is specifically deployed to:

- Administer, schedule, and execute music ensembles, camp logistics, and event programming.
- Distribute programmatic updates, emergency alerts, and community engagement opportunities.
- Maintain a rigorous standard for corporate duty of care, ensuring health, safety, and medical responsiveness in the field.
- Fulfill compulsory underwriting requirements for public liability insurance and statutory legal compliance.
- Promote and document cultural initiatives via authorised media channels.
- Process corporate accounts payable/receivable, issue formal invoices, and track patron donations.
- Analyse anonymised aggregated data to evaluate, refine, and advance our structural educational frameworks

Media, Captures, and Public Photography

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Information Security and Storage Controls

We implement reasonable operational, technical, and physical security measures designed to protect personal information from unauthorised access, modification, disclosure, loss, or misuse.

- **Digital Frameworks:** Data is restricted to password-protected files utilizing multi-factor authentication structures.
- **Cloud Platform Governance:** Files are managed within secure, industry-compliant cloud platforms, including Google Drive corporate instances, TryBooking databases, and Mailchimp environments.
- **Physical Repositories:** Legacy documents and current paper files are held within physically locked filing structures inside secured corporate facilities.
- **Access Management:** Absolute access privileges are restricted strictly to authorised staff members, directors, or direct operational contractors requiring the data for active service fulfillment.

When personal data is verified as no longer required for active operational pathways, reasonable steps are taken to securely shred physical assets or permanently purge digital databases. However, statutory compliance mandates that the majority of foundational personal data logs be securely archived for a minimum retention window of seven (7) years.

Information Disclosure and Third-Party Platforms

Skunkworks Community Inc. explicitly prohibits the selling, renting, or trading of any personal data tracking profiles to third-party commercial entities. Information sharing is strictly confined to the following exceptional parameters:

- To facilitate critical, time-sensitive emergency medical interventions or paramedical care.
- To fulfill legally mandated child safety, mandatory reporting, or institutional safeguarding protocols.
- To secure specialised legal counsel, corporate auditing, or insurance risk assessments.
- To execute statutory government reporting frameworks, including comprehensive grant acquittal data structures.

Digital Platform Disclaimer: While Skunkworks Community targets integration only with enterprise digital services compliant with Australian privacy criteria, users must recognise that

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data processed through integrations like Google Workspace, TryBooking, and TeamApp may be hosted via geographically distributed international servers. Users are strongly encouraged to inspect localised privacy settings on these platforms.

Artificial Intelligence (AI) and Automated Profiling: We do not employ user personal data structures to feed automated decision-making engines or profiling mechanisms. Any future testing or integration of generative or analytical AI utilities will conform strictly to ethical data processing boundaries and prevailing state and federal regulations.

Individual Access Rights and Data Correction

Individuals possess a structural right to request access to the specific sets of personal data held about them by Skunkworks Community Inc., and may update or correct discrepancies as necessary, subject to defined statutory exceptions.

- All data requests must be directed to the designated Corporate Privacy Officer in writing.
- Skunkworks Community will issue a formal resolution or response timeline within a maximum window of thirty (30) business days.
- While no premium fee is leveraged for submitting an inquiry, an administrative processing fee may be evaluated to cover logistical costs for generating comprehensive physical or digital copies.
- To preserve standard data boundaries, verified state-issued identification will be demanded prior to executing any information release workflows.

Policy Governance and Maintenance

This Privacy Policy constitutes a core governance asset and must be interpreted in direct configuration with all ancillary Skunkworks Community Inc. policies, including child safety codes, operational field camps manuals, and financial guidelines.

- **Administration:** The Director (Governance, Strategy & Risk) maintains direct accountability for the daily deployment, systemic interpretation, and ongoing administration of this policy framework.
- **Amendments:** Following formal baseline initialisation by the Board of Directors, subsequent tactical alterations, statutory alignments, or formatting amendments are delegated to the SW Directors for immediate execution.
- **Review Cycle:** To remain fully aligned with non-profit legislative developments and organisational growth, this governance policy is subject to exhaustive structural evaluation every one (1) year, or dynamically as required by evolving state or federal privacy legislation

Document Control & Version History

Version	Date	Author	Description of Change	Approved By
V1.0	27/07/2025	Dusty Vallance	Creation of initial organisational Privacy Policy framework.	SW Directors
V1.1	28/04/2026	Dusty Vallance	Insertion of Cover Page and standardised visual formatting.	SW Directors
V1.2	20/06/2026	Dusty Vallance	Drafting of section reviews and baseline adjustments.	SW Directors

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V1.3	23/06/2026	Dusty Vallance	Working document update: fixed section 5 duplication error; expanded media consent protocols; finalised legal scope.	Pending Approval
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