

Privacy & Confidentiality Policy

Effective Date: 2 June 2026

1. Purpose

Generate Dance is committed to protecting the privacy, confidentiality and security of personal information collected from participants, parents and guardians, employees, contractors, volunteers, audience members and other stakeholders.

This Privacy & Confidentiality Policy outlines how Generate Dance collects, uses, stores, discloses and protects personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs) and other applicable legislation.

2. Scope

This policy applies to all Generate Dance employees, contractors, volunteers, board members, students, participants and any person who handles personal information on behalf of Generate Dance.

3. Collection of Personal Information

Generate Dance may collect personal information that is reasonably necessary for its activities and services.

Information collected may include:

Personal Details

- Full name
- Date of birth
- Residential address
- Telephone number
- Email address

Parent or Guardian Information

For participants under 18 years of age:

- Parent or guardian names
- Contact details
- Emergency contact information

Health Information

Where relevant to participation and safety:

- Medical conditions
- Allergies

- Injury information
- Disability or accessibility requirements
- Emergency medical information

Employment and Volunteer Information

Where applicable:

- Qualifications and certifications
- Employment history
- References
- Working With Children Check details where required

Financial Information

- Payment details
- Billing information
- Transaction records

Media and Marketing Information

- Photographs
- Video recordings
- Audio recordings
- Testimonials

4. How Personal Information is Collected

Generate Dance may collect personal information through:

- Registration and enrolment forms
- Online bookings and website forms
- Email and telephone communications
- Event registrations
- Employment and volunteer applications
- Social media interactions
- Direct communication with participants or parents/guardians

Where reasonable and practical, personal information will be collected directly from the individual concerned.

5. Use of Personal Information

Generate Dance may use personal information to:

- Deliver dance classes, workshops, performances and events
- Communicate with participants and families
- Manage enrolments and attendance
- Ensure participant health, safety and wellbeing

- Respond to enquiries and feedback
- Process payments and maintain financial records
- Meet insurance and legal obligations
- Fulfil safeguarding and child safety responsibilities
- Promote Generate Dance activities where consent has been provided
- Improve services and programs

6. Sensitive Information

Generate Dance may collect sensitive information, including health information, where necessary to provide a safe and inclusive environment.

Sensitive information will only be collected:

- With consent; or
- Where authorised or required by law.

Sensitive information will be handled with a high level of confidentiality and security.

7. Confidentiality

Generate Dance respects the confidentiality of all personal and sensitive information.

Employees, contractors and volunteers are required to:

- Maintain confidentiality of personal information obtained through their role;
- Access information only when necessary to perform their duties;
- Store information securely;
- Not disclose information without appropriate authority.

Confidential information may only be disclosed where:

- The individual has provided consent;
- Disclosure is required by law;
- Disclosure is necessary to protect the health, safety or welfare of an individual;
- Disclosure is required for child safety or safeguarding purposes.

8. Child Safety and Information Sharing

Generate Dance is committed to maintaining a child-safe environment.

Where concerns arise regarding the safety, welfare or wellbeing of a child or young person, Generate Dance may share relevant information with authorised agencies, law enforcement or child protection authorities in accordance with applicable legislation.

In such circumstances, confidentiality obligations may be overridden where necessary to protect a child or young person from harm.

9. Photography, Video and Media Consent

Generate Dance may take photographs, videos or audio recordings during classes, rehearsals, performances and events.

These materials may be used for:

- Marketing and promotional activities
- Social media content
- Websites and publications
- Funding, reporting and grant applications

Written consent will be obtained where required, particularly for children and young people.

Individuals may withdraw consent for future use of images by contacting Generate Dance.

10. Storage and Security of Information

Generate Dance takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Security measures may include:

- Secure electronic databases
- Password-protected systems
- Restricted staff access
- Secure storage of physical records
- Secure disposal of records when no longer required

11. Disclosure of Personal Information

Generate Dance may disclose personal information to:

- Staff, contractors and volunteers who require access to perform their duties
- Professional advisers including accountants, insurers and legal advisers
- Government agencies where required by law
- Child protection and law enforcement authorities where required
- Service providers assisting with administration and technology systems

Generate Dance will not sell personal information to third parties.

12. Access and Correction

Individuals may request access to personal information held by Generate Dance and may request corrections if information is inaccurate, incomplete or out of date.

Requests should be made in writing to the Director, Generate Dance.

Generate Dance will respond within a reasonable timeframe and in accordance with legal requirements.

13. Data Retention

Personal information will be retained only for as long as necessary to fulfil operational, legal, financial, insurance and safeguarding requirements.

When information is no longer required, it will be securely destroyed or permanently de-identified.

14. Complaints

Individuals who believe their privacy has been breached may submit a complaint to Generate Dance.

Complaints should be made in writing and will be investigated promptly and confidentially.

If an individual is not satisfied with the outcome, they may contact the Office of the Australian Information Commissioner (OAIC).

15. Privacy Contact

The Director

Generate Dance

Suite 3/1247 Howitt Street Wendouree Vic 3355

Correspondence address: PO Box 113R Redan Vic 3350

Email: danielle@generatedance.com.au or generatedance1@gmail.com

M: 0429 386 243

16. Policy Review

This policy will be reviewed regularly to ensure compliance with current legislation and best practice standards.

Approved By: _____

Date Approved: 2 June 2026 _____

Next Review Date: 2 June 2027 _____