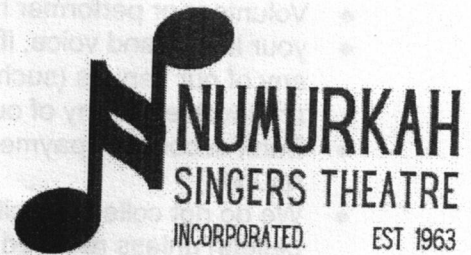


PRIVACY POLICY AND PROCEDURE



Purpose

Numurkah Singers Theatre Inc. (NSTI) is committed to protecting your privacy. We are bound by the *Privacy and Data Protection Act 2014* (Vic) and the *Privacy Act 1988*, which sets out a number of principles concerning the protection of your personal information. The purpose of this policy is to outline NSTI's commitment following these Acts when collecting, using, disclosing or storing personal information collected from individuals who interact with NSTI.

Scope

This policy applies to all NSTI Committee of Management and Production Team members when handling personal information collected from NSTI members at activities, productions, events and programs. This policy explains how we use and disclose personal information which

we hold about you and the privacy rights you have in relation to that information. We encourage you to check this Privacy Policy on our website regularly, as this may change from time to time.

Principles

All Victorian Public Sector organisations must comply with the *Privacy and Data Protection Act 2014* (Vic) when handling personal information about individuals who interact with them. Privacy is a basic human right preserved by the Universal Declaration of Human Rights and the Victorian Charter of Human Rights and Responsibilities.

The Act sets out ten Information Privacy Principles ("IPP"):

- IPP 1 Collection
- IPP 2 Use and Disclosure
- IPP 3 Data Quality
- IPP 4 Data Security
- IPP 5 Openness
- IPP 6 Access and Correction
- IPP 7 Unique Identifiers
- IPP 8 Anonymity
- IPP 9 Transborder Data Flows
- IPP 10 Sensitive Information

Your personal information

NSTI may collect and store the following personal information about you:

- your name
- your date of birth
- your postal address
- your telephone and mobile phone number
- your email address
- Emergency contact information
- Membership details

- Volunteer or performer history with the group
- your image and voice, if you are filmed, recorded or photographed, when you attend any of our venues (such as the Singers Shed or Numurkah Town Hall), or when you are involved in any of our productions
- Bank account or payment details (only where necessary for reimbursements or refunds)
- We do not collect sensitive personal information (e.g. health data, political or religious beliefs) unless required and with explicit consent
- We may also collect and hold information about you that is relevant to your performing arts and arts-related interests, and that is relevant to your involvement at the events we hold (including details of your attendance at events)

Photographs and Media

Photos and videos may be taken during rehearsals, events, and performances for promotional purposes with consent. These may be used on:

- Our website
- Social media platforms
- Flyers, programs, or newsletters

All NSTI members have the opportunity to withdraw their consent or request removal of images at any stage.

How we collect your personal information

We collect personal information in a number of ways, including:

- when you request information from us
- when you subscribe to our newsletters and mailing lists
- when you visit any of our venues, or when you attend events at our venues (e.g. sign-in sheets for meetings or rehearsals)
- when you make a donation to us
- when you apply for a membership via NSTI's membership and volunteer forms
- from third parties selling tickets on our behalf
- from publicly available sources of information and online platforms (e.g., social media)
- event or audition registrations
- photography or videography during official activities (with notice and consent)
- when you otherwise provide information to us, including:
 - in writing
 - in person
 - by phone
 - from your use of our website
 - by email

How we use your personal information

We may use your personal information to:

- enable you to purchase tickets including, where applicable, to process your credit card payment transactions
- enable you to make donations or apply for membership with us, and to contact you regarding donations and memberships
- gain an understanding of your performing arts and arts-related interests
- as set out below under the headings "Marketing by Numurkah Singers Theatre INC."
- Manage memberships, auditions, and participation
- Coordinate events, rehearsals, and productions
- Communicate with members, volunteers, and supporters
- Promote events and community engagement
- Maintain safety and emergency preparedness

- Meet legal, reporting, and insurance obligations

How We Store and Protect Information

Personal information is stored securely in physical and digital formats. Access is limited to authorised committee members. Digital files are protected with passwords and, where possible, cloud security protocols. Hard copies are stored in locked locations. Information is retained only as long as necessary for operational or legal purposes.

Disclosure of Personal Information

We do not sell or trade personal information, however, from time to time, we may need to disclose your personal information to other organisations including:

- With third-party service providers (e.g., email marketing platforms) under strict privacy terms
- With insurers or government bodies where legally required
- With emergency services in the case of a health or safety issue

We will always seek consent where practical before disclosing personal information externally.

Marketing by Numurkah Singers Theatre Inc.

We may also reproduce your image and voice in any audio, video, or photographic display or other transmission, exhibition, broadcast, communication, publication or reproduction in any medium or context for any purpose without further authorisation by, or compensation or attribution to, you.

Up To Date Personal Information

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is up-to-date. However, the accuracy of that personal information depends to a large extent on the information you provide to us. To help ensure the accuracy of the personal information we hold about you, we ask that you:

- let us know if you become aware of any errors in the personal information we hold about you
- inform us of changes to your personal information, such as changes to your name or address or other contact details

How you can access your personal information

You have a right to access personal information that we hold about you, subject to some exceptions allowed by law. Requests to access can be made in writing to the Secretary at numurkahsingersinc@gmail.com.

Complaints

If you have any concerns or complaints about how your personal information has been handled, please contact us in writing. We will respond promptly and take steps to resolve the issue.

Contact:

The Secretary

Numurkah Singers Theatre Inc

numurkahsingersinc@gmail.com

Governance and Strategy

The NSTI Committee of Management must be consulted prior in the following situations:

- before destroying or de-identifying personal any personal information in our records
- before any planned purchase of marketing lists is completed
- before all procurements of new systems that process, store or transfer payment card data.

NSTI committee is also responsible for:

- applying privacy principles to any marketing activities that are conducted to generate business for NSTI (particularly direct marketing)
- securing all personal information that exists in electronic form
- applying privacy principles to any ticketing activities that involve the collection or disclosure of customer information.

Supporting Documentation

Related Policies, Operating Procedures and Legislation

Policy or Operating Procedure

Privacy and Data Protection Act 2014

Privacy Act 1988

Spam Act 2003

Freedom of Information Act 1982

Surveillance Devices Act 1999

Do Not Call Register Act 2003

Universal Declaration of Human Rights

Victorian Charter of Human Rights and Responsibilities

Guidelines to Information Privacy Principles (www.privacy.vic.gov.au)

Document Control

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