

Tamworth City Dance Academy (TCDA)

APP Privacy Policy

18 January 2021

Tamworth City Dance Academy (TCDA) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.tamworthcitydance.com.au, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Enrolment forms

Enrolment forms containing personal information are required to be completed and returned to Tamworth City Dance Academy for each dancer. These forms collect information for a number of purposes, including,

- Child Safety - so that we may have emergency contact details and be informed of any special conditions as to who is to collect the child from the studio.



- An agreement of our Terms and Conditions which forms a contract between both parties.
- Fairness - obtaining the students actual date of birth so that they may be correctly entered into the appropriate competition event, exam grade or other relevant situation.
- Contact details - for the forwarding of relevant correspondence.
- Accuracy - we may obtain the correct spelling of names to be used on awards, certificates, entry forms, etc.
- To inform us of any relevant medical condition.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Data collected or held by Third Parties

TCDA is required by law to collect visitor information for COVID-19 tracing using the NSW Government QR code service provided to us. TCDA is not responsible for any misuse of this information. The NSW Government privacy policy can be found at <https://service.nsw.gov.au/privacy>.

TCDA enrolment, financial and class attendance data is collected through Dancebiz software and stored and used in accordance with its parent Company Thinksmart Software's Privacy Policy which can be found at <https://www.thinksmartsoftware.com/privacy-policy/au>

TCDA uses Xero accounting software as its financial package and client information is stored and used in accordance with its privacy policy which can be found at <https://www.xero.com/au/about/legal/privacy/>

TCDA's Website is hosted through Wix. Any personal information entered via our website is handled in accordance with their privacy policy which can be found at <https://www.wix.com/about/privacy>

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Tamworth City Dance Academy will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Photographs and Video

Photographs and Video taken during TCDA events and classes and reproduced in print, online or on screen or transmit for the purpose of promotion. Contact us if you do not wish to have your child's image used for such purposes.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Tamworth City Dance Academy
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Review

This policy will be reviewed annually.
Next review date : 30 January 2022

Prepared by Paul Singh
TCDA Manager

