

OVERVIEW

The purpose of the Privacy Policy (**Policy**) is to acknowledge that Island Dance respects and upholds an individual's rights under the Australian Privacy principles contained in the Information privacy Act 2009 and Regulation 2009.

The Policy does not replace legislation, however, if any part is in conflict, legislation takes precedence.

RESPONSIBILITIES

Island Dance shall:

- Ensure effective implementation of this Policy.
- Comply with applicable legislation, codes of practice and industry guidelines.
- Maintain clear delegation of responsibilities and accountabilities.
- Ensure the information collected about any individual affiliated with Island Dance including information requested for enrolment or contract including name and address, date of birth, phone/email contacts, nationality and citizenship status, health and welfare and next of kin is not disclosed as required by law.

Island Dance affiliates, students, parents and guardians shall:

- Abide by policies, procedures, instruction and lawful directions that relate classes delivered by Island Dance.
- Abide by all Island Dance terms and Conditions at all times.
- Not release or disclose any information or documentation regarding Island Dances business or operations without written consent from Island Dance Management.
- Acknowledge and understand any individual in breach of this Policy may be subject to enrolment being terminated.

HOLDING AND RELEASING INFORMATION

Information is held either as hard copy or electronically. In both instances, information is contained through secure restricted access and is made available to third parties only for the purposes related government regulatory matters only.

Information is made available on request to the individual (or next of kin in the case of a deceased person) whose information is held on file.

Information is retained for the life of employment or contract and thereafter for a period as required by law.

COMPLAINTS

Should an individual have a complaint related to this policy or the handling of personal information, the complainant must:

- Be directed to Island Dance management where they shall initiate an investigation into the complaint seeking professional advice as necessary to determine the legitimacy and /or extent of the complaint and subsequent breach.
- Where a breach is found to have occurred, Island Dance management will refer the matter to a professional advisor for resolution. The complainant will be afforded a copy of the investigation and outcome. Resolution shall be sought between parties accordingly.

A handwritten signature in black ink, appearing to be "Marie", written over a horizontal line.

Miss Marie (Island Dance)
Principal / Director
Date: 01/01/2019