

PRIVACY POLICY

Approved by the Committee of Management on 11 April, 2016

INTRODUCTION

The Committee of Management of **The Victorian Drama League Inc.** (hereafter referred to as **The VDL**) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for **The VDL** in dealing with privacy considerations.

POLICY

The VDL collects and administers a range of personal information for the purposes of maintaining its membership database and communicating with members about theatrical programs, events and awards run by **The VDL** or its member companies. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The VDL recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

The VDL is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The VDL will

- Collect only information which the organisation requires for its primary function;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

AUTHORISATION

Alison Campbell Rate
Hon. Secretary
for the Committee of Management
The Victorian Drama League Inc.
11th April, 2016

PRIVACY PROCEDURES

RESPONSIBILITIES

The VDL's Committee of Management is responsible for developing, adopting and reviewing this policy.

The VDL's Committee of Management is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESSES

Collection

The VDL will:

- Only collect information that is necessary for the performance and primary function of **The VDL**.
- Notify stakeholders about why we collect the information and how it is administered.

Use and Disclosure

The VDL will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, **The VDL** will obtain consent from the affected person.

Storage

The VDL will

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Take reasonable steps to ensure that **The VDL's** data is up to date, accurate and complete and relevant to the functions we perform.
- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.

Openness

The VDL will:

- Ensure stakeholders are aware of **The VDL's** Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

The VDL will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Making information available to other organisations

The VDL can:

- Release information to third parties where it is requested by the person concerned.



THE VICTORIAN DRAMA LEAGUE INC

PRIVACY POLICY – FOR EXTERNAL USE/PRIVACY ACT COMPLIANCE

Your privacy is important

This statement outlines **The VDL's** policy on how **The VDL** uses and manages personal information provided to or collected by it.

The VDL is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The VDL may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to **The VDL's** operations and practices and to make sure it remains appropriate to the changing legal environment.

What kind of personal information does The VDL collect and how does The VDL collect it?

The type of information **The VDL** collects and holds includes (but is not limited to) personal information, about:

- Your name, residential address, phone number, email address
- Your affiliation to/membership of organisations relevant to the activities of **The VDL**, for example a community theatre group
- Subscriptions, including membership fees, donations and bequests to **The VDL**

Personal Information you provide:

The VDL will generally collect personal information held about an individual by way of phone calls, emails and membership forms.

Personal Information provided by other people:

In some circumstances **The VDL** may be provided with personal information about an individual from a third party, for example a theatre company representative.

How will The VDL use the personal information you provide?

The VDL will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, **The VDL** will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing, for example to promote **The VDL's** activities.

Volunteers

The VDL obtains personal information about volunteers who assist **The VDL** in its functions or conduct associated activities, such as to enable **The VDL** and the volunteers to work together.

Who might The VDL disclose personal information to?

The VDL may disclose personal information held about an individual to:

- people providing services to **The VDL**
- other members of **The VDL**
- theatrical companies associated with The VDL
- anyone you authorise **The VDL** to disclose information to.

Management and security of personal information

The VDL volunteer staff are required to respect the confidentiality of personal information and the privacy of individuals.

Updating personal information

The VDL endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update or check their personal information held by **The VDL** by contacting The Secretary of **The VDL** at any time (vdlsecretary@theatrecraft.org.au)

How long will The VDL keep my information?

The VDL will keep your information for marketing purposes until you request that it be deleted.

Enquiries and privacy complaints

If you would like further information about the way **The VDL** manages the personal information it holds, please contact The Secretary. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact The Secretary who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

- email: enquiries@oaic.gov.au
- tel: 1300 363 992
- fax: +61 2 9284 9666

VDL contact details: secretary@vdl.org.au