

Privacy Policy

Australian Dancing Society Ltd (ADS) values and respects the privacy of the people we deal with. The ADS is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (Privacy Act) and other applicable privacy laws and regulations. This Privacy Policy describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

What is personal information?

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly. What personal information do we collect? The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us.

The personal information we collect about you may include:

- Name.
- Mailing or street address.
- Date of birth.
- Email address.
- Phone number

If we collect your sensitive information, we will do so only with your consent, if it is necessary to prevent a serious and imminent threat to life or health, or as otherwise required or authorised by law, and we take appropriate measures to protect the security of this information. You do not have to provide us with your personal information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

How do we collect your personal information?

We collect your personal information directly from you when you:

- Interact with us over the phone.
- Interact with us in person.
- Interact with us online.
- Participate in surveys or questionnaires.
- Attend an ADS event.
- Subscribe to our mailing list.
- Apply for a position with us as an employee, contractor or volunteer.

Collecting personal information from third parties We may also collect your personal information from third parties or through publicly available sources, for example from [insert third parties who your organisation collects personal information from]. We collect your personal information from these third parties so that [insert the purpose for which your organisation collects personal information from these third parties]. How do we use your personal information? We use personal information for many purposes in connection with our functions and activities, including the following purposes:

- Provide you with information or services that you request from us.
- Deliver to you a more personalised experience and service offering.
- Improve the quality of the services we offer.
- Internal administrative purposes.
- Marketing and research purposes.

Disclosure of personal information to third parties We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to:

- Our third-party service providers (for example, our IT providers);
- Our marketing providers.
- Our professional services advisors.

How do we protect your personal information?

The ADS will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- Having a robust physical security of our premises and databases / records.
- Taking measures to restrict access to only personnel who need that personal information to effectively provide services to you.
- Having technological measures in place (for example, anti-virus software, fire walls).

How to contact us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows:

Email: info@australiandancingsociety.com.au

Contact number: 0418 216 533

Post: Australian Dancing Society

PO Box 5036, Burnley, VIC Australia 3121