THEATRE COMPANY COLLECTION NOTICE

1. The Fifth Business Theatre Company (‘Theatre Company’) of Tyndale Christian School (‘School’) collects personal information, including sensitive information about participants or guardians before and during the course of a participant’s registration at the Theatre Company. This may be in writing or in the course of discussions. The primary purpose of collecting this information is to enable the Theatre Company to provide for the participant’s involvement in activities of the Theatre Company.

2. Some information we collect is to satisfy the School’s or Theatre Company’s legal obligations, particularly to enable the Theatre Company to discharge its duty of care.

3. Laws governing or relating to the operation of companies that require certain information is collected.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.

5. Personal information relating to participant achievements and other news may be used in our newsletters or on our website. Photographs, videos or images of participant activities may be used in our newsletters or on our website.

6. Photographs, videos or images will only be used as part of the Theatre Company’s advertising and marketing activities after student or parental consent has been given.

7. The Theatre Company may store information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. The Theatre Company falls under the School’s privacy policy, which sets out how parents or participants may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others; where access may result in a breach of the School’s duty of care to the participant; or where participant has provided information in confidence.

9. The School’s Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. As you may know, the Theatre Company will occasionally engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. If you provide the Theatre Company with the personal information of others, such as doctors or emergency contacts, we request that you inform them that you are disclosing that information to the Theatre Company and the reasons, that they can access that information if they wish, and that the Theatre Company does not disclose this information to third parties, other than as described in this collection notice or our privacy policy.

POLICY INFORMATION

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<thead>
<tr>
<th>Approver</th>
<th>Business Manager</th>
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<tbody>
<tr>
<td>Date approved</td>
<td>31/10/2014</td>
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<tr>
<td>Date issued</td>
<td>31/10/2014</td>
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<tr>
<td>Officer responsible for this policy</td>
<td>Business Manager</td>
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