

Royal Academy of Dance

(“THE ACADEMY”)

PRIVACY POLICY and STATEMENT

Background

We appreciate the importance of protecting your personal information and recognise the trust placed in us when you supply your personal information to us.

The Academy aspires to comply with the Privacy Act 1988 (Cth) and the 10 National Privacy Principles (NPP’s) contained within that Act in the way we handle personal information. This policy explains how we handle personal information relating to individuals, whether or not they are members. Nothing in this policy limits any of our other obligations at law.

Any reference to the Academy is to the Royal Academy of Dance in Australia.

General

1. The *Privacy Act 1988* (Cth) regulates the collection, use, disclosure, quality and security of personal information.
2. The Act gives individuals the right to access and correct personal information and to make a complaint in the event that they think their personal information has been mishandled.
3. The eleven Information Privacy Principles (“IPPs”) in the *Privacy Act 1988* protect personal information and give individuals rights in the way that Federal and ACT government agencies handle personal information.
4. The ten National Privacy Policies (“NPPs”) in the *Privacy Act 1988* protect personal information and give individuals rights in the way that large private sector organisations and all private health service providers handle personal information.
5. The Academy, as a private sector organisation, aspires to comply with the ten NPPs, summarised below under ‘General Principles’. The Academy recognises that personal information is confidential and that unauthorised use or disclosure may be a breach of contract and a breach of the *Privacy Act 1988*.

General Principles

1. The Academy will only collect information that is necessary for its functions and activities through the use of lawful and fair means **(NPP 1)**;
2. Information collected will only be used and disclosed for the purpose for which it was collected or a related purpose provided it is within the person’s reasonable expectations **(NPP 2)**;
3. The Academy will take reasonable steps to ensure that the information which it collects, uses or discloses is accurate, complete and up-to-date **(NPP 3)**;

Royal Academy of Dance Privacy Policy

4. The Academy will take reasonable steps to:
 - (a) protect the personal information which it holds from unauthorised use;
 - and
 - (b) destroy information which is no longer needed (NPP 4);
5. The Academy will have available a document setting out its policies on managing personal information **(NPP5)**;
6. The Academy will give an individual access to the personal information which it holds about them when requested **(NPP 6)**;
7. The Academy will not use a Commonwealth government identifier, such as an individual's tax file number, as its own identifier **(NPP 7)**;
8. Wherever it is lawful or practicable, the Academy will give a person the option of not identifying themselves when entering into a transaction with the organisation i.e. the Academy will allow anonymous dealings **(NPP 8)**;
9. The Academy will not send personal information outside of Australia unless the individual has consented or the Academy undertakes to ensure equivalent treatment offshore **(NPP 9)**;
10. The Academy will obtain an individual's consent prior to collecting sensitive information **(NPP 10)**.

Scope

The Academy is committed to protecting the privacy and security of personal information obtained from individuals. This deals with the collection, use and disclosure of personal information as well as access to personal information and security issues.

Definitions

The expression 'personal information' is used in this policy to refer to information about an individual whose identity is apparent, or can reasonably be ascertained, from the information.

Collection of Personal Information

The type of personal information that the Academy collects about you depends on the transactions you undertake with the organisation. For example we will collect personal information from you if you:

- Join as a member
- Enter or participate in an RAD examination, presentation or demonstration class
- Enter students into an RAD examination, presentation or demonstration class
- Enrol on an RAD Faculty of Education programme
- Enrol on an RAD training programme such as a course, summer school, scholarship, bursary etc.

Royal Academy of Dance Privacy Policy

Generally speaking, the purpose of collection and the minimum information you need to provide will be conveyed to you at the time of collection.

If you choose not to provide the personal information requested, the Academy may not be able to provide you with the products/services you require.

Use and Disclosure of Personal Information

Your personal information may be used in order to:

- Provide the products and services you have requested
- Administer and manage service offerings including charging, billing and collecting debts
- Research and develop the Academy's service offerings
- Gain an understanding of your information and communication needs in order for the Academy to provide you with a better service
- Provide you with access to and information about a range of current and future service offerings

When We Disclose Your Personal Information

For the purposes set out above, the Academy may disclose your personal information to third parties. The organisations to which the Academy discloses information may include:

- The RAD Worldwide Group
- External service providers to whom the Academy has contracted out functions, such as printers, mailing houses, but only for the purpose of providing the service the Academy has contracted out
- Members of the general public looking for an RAD registered teacher, **but we will only disclose your personal information if you have provided the Academy with your written consent**
- Government and regulatory authorities and other organisations as required or authorised by law

You may at any time opt out of certain service offerings. For more information, please contact the Academy's Australian head office in Sydney.

Data Quality

The Academy takes all reasonable precautions to ensure that your personal information is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

We recommend that you:

- Let us know if there are any errors in your personal information
- Keep us up-to-date with changes to your information

Data Security

The Academy will take reasonable steps to ensure that your personal information is protected from misuse, loss and from unauthorised access, modification or disclosure.

The Academy's personnel are trained to treat members' and other customers' information with the utmost confidentiality.

You Can Access Your Personal Information

Individuals will be able to access their personal information by contacting the Academy's Australian head office in Sydney.

Upon request the Academy will provide you with access to your personal information, subject to exceptions stated in the Privacy Act. If you would like access, please make your request in writing for security reasons. Members will be able to access and update their contact details via the Academy's website in 2007.

Privacy Statement

The Royal Academy of Dance collects and uses certain types of personal information about people with whom it deals in order to operate. These include current, past and prospective employees, suppliers, trustees, students, visitors, and others with whom it communicates. Examples of personal information include names, photographs, contact details, gender, and age.

In addition, it may occasionally be required by law to collect and use certain types of personal information to comply with the requirements of government departments for business data (e.g. health and safety statistics).

Personal information will be dealt with properly irrespective of how it is collected, recorded and used – whether on paper, electronically or recorded on other media.

The Royal Academy of Dance regards the lawful and correct treatment of personal information as important to successful operations, and to the maintenance of confidence between it and those with whom it deals.

This policy will operate in the Australian office of the Royal Academy of Dance. We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end the Academy aspires to comply with the Privacy Act 1988 (Cth) and the 10 National Privacy Principles (NPPs) contained within the Act in the way we handle personal information.

Implementation

The National Administrator holds responsibility for the fair and legal processing of data and this responsibility is in turn shared by all departments.

The policy is available on the Academy's website and in printed application packs and/or handbooks.

The Academy publishes guidelines on how to implement this policy, and all staff and other individuals will be appropriately trained to handle personal information. The Academy will ensure that anyone wanting to make enquiries about handling personal information knows what to do.

The Royal Academy of Dance will regularly review the way it processes personal information in light of compliance with the Act.

Royal Academy of Dance Privacy Policy

Executed

I have read and understood this policy and agree to its contents.

Signed by:		Witnessed by:	
Name:		Name:	
Signed:		Signed:	
Date:	/	Date:	/

The Royal Academy of Dance seeks to promote knowledge, understanding and practice of dance internationally by promoting dance, educating and training students and teachers, and providing examinations to reward achievement.