



Studio Address: 170 Bonney Ave,
Clayfield, 4011

Mobile: 0400 011 444

dance@northsidedance.com.au

www.northsidedance.com.au

PRIVACY POLICY

The Northside School of Dance (NSD) respects the privacy of the individuals we deal with. In our handling of personally identifiable information about individuals, we comply with the National Privacy Principles in the federal Privacy Act 1988.

This privacy Policy describes the types of personal information we collect and explains how we hold, use and disclose that information. The policy also explains how you can gain access to the personal information we hold about you.

What personal information does NSD collect?

We only collect personal information that we need for one or more of our business activities. Most of the personal information NSD collects relates to individuals in their student capacity. Some examples of this sort of information include:

- Contact details for our students;
- Student's date of birth for exam/performance purposes;
- Details of any relevant illness or injury.

In most cases, the primary purpose for which we need this personal information will be apparent from the context in which we collect it. If this is not the case, we will take steps to specify our purpose(s) at, or as soon as possible after, the time of collection.

How does NSD use personal information?

Generally, we only use personal information for the primary purpose for which we have collected it, or for closely related business purposes. We may also use your personal information to send you information about our activities or about goods or services that we believe may be relevant or useful to you. If at any time you do not wish to receive such information, please advise us by contacting Belinda Williamson.

In other respects, we will only use personal information with your consent, or if we are required or permitted by law to do so.

Principal: Belinda Williamson

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ABN: 58 107 039 268

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Who does NSD usually disclose personal information to?

NSD generally only discloses personal information to other persons or organizations for the primary purpose for which we have collected it, or with your consent (which may be explicit, or may be implied from your conduct or from the circumstances in which the information is collected). We may also disclose personal information if we are required or permitted by law to do so.

Storage, security and destruction of personal information

NSD takes reasonable steps to ensure that the personal information we hold is protected from risks such as loss or unauthorised access, destruction, use, modification or disclosure. We only allow authorised personnel to access personal information and it is a condition of employment with NSD that our employees and student teachers maintain the confidentiality of all information to which they have access.

We only retain personal information for as long as it is needed by us, or as long as we are legally required to retain the information. When we are no longer required to retain personal information, we ensure that it is disposed of or destroyed in a secure fashion in accordance with our obligations under the NPPs in the Privacy Act.

Online privacy issues

NSD generally does not collect personal information about individuals who browse our website (eg. through the use of cookies or tracking technology that identify individuals). However, this policy applies to any personal information you choose to provide to us online, for example if you fill out a registration form on our website or send us an email.

For your convenience, our website may contain links to other websites operated by third parties. You should be aware that when you access a third party website, we are not responsible for the privacy practices and policies of that site. We suggest that you review the privacy policy for each website you visit, especially if you intend to provide any personal information via that site.

How do I access and correct my personal information?

Under the Privacy Act, you generally have a right to seek access to the personal information that NSD holds about you, although there are some circumstances in which we may be required or permitted by law to withhold access to some or all of that information. You also have the right to ask us to correct personal information about you that you believe is inaccurate, incomplete or out of date.

If you wish to exercise these rights, we ask that you make the request in writing to Belinda



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Williamson (contact details below). You will also need to provide some form of identification (eg a copy of your driver's licence or passport) so we can verify that you are the individual to whom the personal information relates. You should also include details of how we can contact you in case we need to discuss your request.

How do I contact NSD?

If you have any questions or comments about this policy, or you wish to access your personal information or make a complaint about our handling of that information, please contact the Principal Belinda Williamson by one of the following methods:

- By telephone – 0400 011 444
- By email – dance@northsidedance.com.au

This policy was updated on 28 January 2020