

## **PRIVACY POLICY**

### **Your privacy is important**

This statement outlines the policy on how Newstead Arts Hub uses and manages personal information provided to or collected by it.

Newstead Arts Hub 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.

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

#### **1 WHAT KIND OF PERSONAL INFORMATION DOES NEWSTEAD ARTS HUB COLLECT AND HOW DOES NEWSTEAD ARTS HUB COLLECT IT?**

The type of information Newstead Arts Hub collects and holds includes (but is not limited to) personal information, including sensitive information, about your name, email, phone number and address.

#### **2 PERSONAL INFORMATION YOU PROVIDE:**

Newstead Arts Hub will generally collect personal information held about an individual by way of surveys, workshop attendance, ticket purchases for Hub event, meetings, phone calls, etc. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

#### **3 PERSONAL INFORMATION PROVIDED BY OTHER PEOPLE:**

In some circumstances Newstead Arts Hub may be provided with personal information about an individual from a third party, for example a workshop/event organiser, an exhibitor or via your engagement through Humanitix, Instagram or Facebook .

#### **4 IN RELATION TO EMPLOYEE RECORDS:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Newstead Arts Hub's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Newstead Arts Hub and employee. However, Newstead Arts Hub must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

---

**5 HOW WILL NEWSTEAD ARTS HUB USE THE PERSONAL INFORMATION YOU PROVIDE?**

Newstead Arts Hub 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, Newstead Arts Hub will use your personal information for direct marketing to support the purposes and ongoing activities of the Hub, and with the Hub's activities. All marketing emails will contain a link to unsubscribe.

**6 JOB APPLICANTS, STAFF MEMBERS AND CONTRACTORS:**

In relation to personal information of job applicants, staff members and contractors, Newstead Arts Hub's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The other purposes for which Newstead Arts Hub uses personal information of job applicants, staff members and contractors include:

- for insurance purposes; and
- to satisfy Newstead Arts Hub's legal obligations,

Where Newstead Arts Hub receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

**7 VOLUNTEERS:**

Newstead Arts Hub also obtains personal information about volunteers who assist Newstead Arts Hub in its functions or conduct associated activities, such as to enable Newstead Arts Hub and the volunteers to work together.

**8 MARKETING AND FUNDRAISING:**

Newstead Arts Hub treats marketing and seeking donations for the future growth and development of Newstead Arts Hub as important. Personal information held by Newstead Arts Hub may be disclosed to an organisation that assists in Newstead Arts Hub's fundraising.

**9 WHO MIGHT NEWSTEAD ARTS HUB DISCLOSE PERSONAL INFORMATION TO?**

Newstead Arts Hub may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to Newstead Arts Hub, and
- anyone you authorise Newstead Arts Hub to disclose information to.

---

**10 SENDING INFORMATION OVERSEAS:**

Newstead Arts Hub will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

**11 HOW DOES NEWSTEAD ARTS HUB TREAT SENSITIVE INFORMATION?**

In referring to 'sensitive information', Newstead Arts Hub means:

"information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual".

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**12 MANAGEMENT AND SECURITY OF PERSONAL INFORMATION**

Newstead Arts Hub's staff, contractors and volunteers are required to respect the confidentiality of personal information and the privacy of individuals.

Newstead Arts Hub has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

**13 UPDATING PERSONAL INFORMATION**

Newstead Arts Hub endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Newstead Arts Hub by contacting the Newstead Arts Hub committee at any time.

The Australian Privacy Principles and the Health Privacy Principles require Newstead Arts Hub not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information Newstead Arts Hub holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Newstead Arts Hub holds about

---

them and to advise Newstead Arts Hub of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information Newstead Arts Hub holds about you, please contact the Newstead Arts Hub committee in writing.

Newstead Arts Hub may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, Newstead Arts Hub may charge a fee to retrieve and copy any material. If the information sought is extensive, Newstead Arts Hub will advise the likely cost in advance.

#### **14 HOW LONG WILL NEWSTEAD ARTS HUB KEEP MY INFORMATION?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

#### **15 ENQUIRIES AND PRIVACY COMPLAINTS**

If you would like further information about the way Newstead Arts Hub manages the personal information it holds, please contact the Newstead Arts Hub committee. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Newstead Arts Hub committee member 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](mailto:enquiries@oaic.gov.au)
- tel: 1300 363 992
- fax: +61 2 9284 9666