



PRIVACY POLICY

Introduction

The Australian Institute of Classical Dance Inc. (AICD) deals with information privacy in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs) set out in the Privacy Act. We also comply with the Spam Act 2003, which imposes restrictions on sending emails and other types of commercial electronic messages.

This Privacy Policy sets out the Institute's policies in relation to management of personal information.

What kinds of personal information do we collect and hold?

We collect and hold:

1. your contact details, such as office address, home address, telephone numbers and email address.
2. some personal details, such as date of birth (*if applicable*).
3. your studio details (*if applicable*).
4. your 'Working with Children' details (*if applicable*).
5. your membership information, such as your membership history and activities including details of service on State sub-committees and/or Event sub-committees.
6. your browsing history on the Institute's website.
7. records of your communications and other interactions with us.

In this Privacy Policy we refer to this as your personal information.

How do we collect and hold your personal information?

We generally collect your personal information directly from you, including when you use the Institute Website or via information submitted when reapplying for membership or entering an event or examination/assessment.

What would happen if we did not collect your personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of our services.

You have the right to request the correction of any of your personal information which is inaccurate.

What are the purposes for which we collect and hold your personal information?

We collect and hold your personal information to:

1. fulfil our functions and responsibilities when:
 - a. conducting examinations and assessments
 - b. conducting scholarship or award competitions and special events
2. fulfil our role as a professional association including:
 - a. maintaining membership records;
 - b. providing information on programs, services, courses and benefits available to members
 - c. communicating regarding an enquiry, request for information or use of our services
 - d. allowing use of personal information in a controlled manner by entities distributing information relevant to members
3. analyse your interaction with our personal and electronic services. The information collected from you may be analysed individually and/or aggregated with the information relating to others, to produce statistical information. Insights from this process are used to select and optimise the information, services we provide to you.

Use and Disclosure of your personal information

We do not use your personal information or disclose it to another organisation unless:

1. it is reasonably necessary for one of the purposes described above.
2. having regard to the nature of the information or the circumstances of collection we believe you would expect us to use the information or make the disclosure.
3. required or authorised by law or court or tribunal.
4. it is necessary to protect the rights, property, health or personal safety of a member, the public or our interests, and it is unreasonable or impracticable to obtain your consent.
5. the disclosure is necessary to assist any entity, body or person to locate a person who has been reported missing.
6. it is for one of the purposes expressly permitted under the Privacy Act; or
7. you have provided your consent.

We may publish a list of teachers to whom we have issued current Accreditation Certificates including limited personal information such as name and contact information. Specialist Accreditation and other relevant qualifications may also be disclosed.

The AICD will not on-sell its member or client databases or any information pertaining to its members or clients, to a third-party company, as in; marketing, survey or promotional company.

We may collect personal information through software such as cookies. A cookie is a text-only string of information that a website transfers to the cookie file of the browser on the hard disk of a user's computer so that the website can remember that user. Without cookies, websites and their servers have no memory. This means that every time a user opens a new webpage on a website, the server where that webpage is stored will treat the user as new and require logon and password. In short, a cookie facilitates a user's passage through a website.