



The Big  
Dance Group

Privacy Policy



## Australian Privacy Principles

The Big Dance Group Pty Ltd follows the Federal Government's ten tips to adhering to the thirteen Australian Privacy Principles (APP's) that are derived from the Privacy Act 1988 and the Amendment to the Act 2000. These thirteen APP's can be found online [here](#).

### **1. The Company Will Familiarise Itself with Internal Privacy Policies, Processes and Procedures.**

All faculty of The Big Dance Group and its subsidiary businesses are briefed and managed in handling client and Academy information of a private nature. Our Privacy Officer manages compliance of all Academy personnel, clients and students regarding this Privacy Policy. Arête Academy of Arts offers effective management solutions required in cases of policy breach or human error.

### **2. The Company Director Employs Faculty in the Roles and Responsibilities for Privacy.**

Mr Simon Ison is the acting Privacy Policy accountability staff member responsible for the overall management of staff handling of private information. Administration Faculty are also key staff employed by the company to manage all private information. Our Academy Privacy Officer understands the company's responsibility under the Privacy Act and handles all:

- Access and correction requests,
- Complaints,
- Enquiries regarding personal information handling practices.

### **3. The Company Considers Privacy During Project Planning.**

During all project planning and execution, both the Academy Privacy Officer and Academy Director will conduct a Privacy Impact Assessment on the planned project prior to executing said project. All risks to privacy impact are assessed and adjustments made to the Academy Data Breach Response Plan are made in this consultation phase.

### **4. The Company Only Collects the Personal Information Needed.**

The Company only collects personal information needed and encourages interaction with clients both openly, anonymously or by using pseudonym (some exceptions apply). The Academy collects information as part of the enrolment process. This information may be of a personal nature and can include:

- Details of educational background,
- Employment history,
- Current employment status,
- Language, literacy and numeracy skills,
- Ethnicity and other information required for either employment or study purposes.

The purpose of this information collection is to allow the development of an effective training and assessment program in accordance with the needs of the individual.

Any personal information you supply the Company during the enrolment process will not be used for marketing purposes. The Academy is required to keep your records for compliance with the standards set for registered training organisations and as prescribed by the Australian Teachers of Dancing (ATOD). Access to these records is strictly controlled.

### **5. Company Information Use and Disclosure.**

The Company will only use and disclose personal information for the primary purpose for which it has been collected. Students, clients and faculty are not permitted to use or disclose any private information about the Academy without prior written consent of the Privacy Officer or Company Director. Exceptions are as follows:



- The individual has consented to the use or disclosure of the information.
- The individual would reasonably expect the use or disclosure and the other purpose relates (or for sensitive information, directly relates) to the primary purpose of the collection.
- The use or disclosure is required or authorised by law.

The Company limits the need to use personal information where possible and expects the same code of conduct from its students, clients and faculty.

#### **6. Academy Information Overseas Disclosure.**

The Company does not disclose private information with any overseas recipients unless the recipient meets the APP

guidelines.

#### **7. The Company Takes Care When Handling Sensitive Information.**

All personal information is handled by the Company Privacy Officer, Administrator and Director or an approved faculty member acting on behalf of one of these employees at the discretion of the Company Director.

The Company gives higher levels of privacy protection to sensitive information as required by the Privacy Act regarding use and disclosure. Sensitive information pertaining to:

- Racial or ethnic origins,
- Religious beliefs or affiliations and
- Sexual orientation or practices,
- Health,
- Genetics and biometrics are all included.

The Company will only collect this information from an individual where needed and with the individual's consent. All clients, students and faculty are also required to adhere to this policy.

#### **8. Access to Personal Information.**

The Company Privacy Officer and Director are the authorised personnel to directly access personal information. By limiting the access to this information, the Academy protects its members.

#### **9. Security of Personal Information.**

The Company will ensure reasonable steps are taken to protect personal information from unauthorised access, modification, disclosure, interference, misuse or loss. The Academy also takes reasonable steps to destroy or de-identify personal information when it is no longer needed for any purpose permitted under the Privacy Act unless the Academy is required or authorised by law.

#### **10. Data Breach Response Plan.**

Although considered rare that data breaches occur, in the event a breach does occur, the Company will:

- Contain the breach and do a preliminary assessment of the breach,
- Evaluate the risks associated with the breach,
- Notify all parties involved in the breach,
- Take action to prevent further breaches.



The Big Dance Group Pty Ltd regards its daily operations of classes, class content, student progress, choreography and other details pertaining to the Company as private and does not give consent to any person sharing this information without formal written consent from either the Company Director or Privacy Officer. Failure to comply will result in legal action against the perpetrator.

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The Big  
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The Big Dance Group  
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Arete Arts



Arete Dance



Prima Dance Australia



First Dance



Australian Institute of Dance Education



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