



Privacy Policy

Version	2
Drafted by	Jo McDonald
Reviewed	April 2024
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Introduction

Dragonfly Dance is committed to protecting the privacy of personal information that it collects, holds and administers. Personal information is information that directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Dragonfly Dance in dealing with privacy considerations.

Definitions and Acronyms

DFD

Dragonfly Dance

Dance Activities

Any dance classes, workshops, master classes, video tutorials, practice videos, rehearsals and performances organised by DFD.

Teacher

Anyone contracted to teach dance activities for DFD.

Contractors

Anyone engaged on a Contract For Service basis (ie an independent contractor) to deliver services to for DFD.

Clients

Anyone who participates in DFD activities and events.

Policy

DFD collects and administers a range of personal information for the purposes of delivering dance activities and all operational activities such as an individual's name, contact details, date of birth, medical details, emergency contact and previous dance experience. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Dragonfly Dance. Become yourself. Dance for adults of all ages. Ballet, contemporary, jazz, and tap
Classes and performance opportunities

Ground floor, 80 Anzac Highway, Everard Park, SA 5035 phone 08 7073 2069
email info@dragonflydance.com.au | www.dragonflydance.com.au

DFD recognises the essential right of individuals to have their information administered in ways that they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

DFD is bound by the Information Privacy Amendment (Enhancing Privacy Protection) Act 2012, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Privacy Act as minimum standards in relation to handling personal information.

In broad terms this means that we:

- collect only information which the organisation requires for its primary function
- ensure that clients and contractors are informed as to why we collect the information and how we administer the information gathered
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
- store personal information securely, protecting it from unauthorised access
- provide clients and contractors with access to their own information, and the right to seek its correction.

Responsibilities

Management

- Approve the policy and review annually.
- Consult with contractors and clients as to the relevance of and adherence to the policy and amend the policy as and when required.
- Circulate the policy to contractors and clients and publish the policy in a manner which is accessible to members of the general public.
- Take reasonable steps to ensure the policy is adhered to in all dance activities overseen by DFD, either directly or through delegated authority.
- Monitor changes in privacy legislation

Teachers and contractors

- Be aware of the DFD privacy policy
- Adhere to the guidelines and procedure outlined in the policy.
- Communicate the policy to others if required.
- Advise the Studio Owner if the policy requires amendment.

Clients

- Be aware of the DFD privacy policy
- Adhere to the guidelines and procedure outlined in the policy.

Procedure

Guidelines for management

Develop systems and procedures that ensure

- Data collected is necessary for the studio to perform its function
- Personal information is stored securely
- Data collected is accurate and up-to-date
- Clients and contractors are aware of the privacy policy and its purpose, and are advised about why information is collected and how it is stored and administered
- Consent is sought before capturing any image of clients or contractors that is to be published in a public context
- Clients and contractors are able to access information held about them and to correct any information that is inaccurate, incomplete, misleading or out of date
- Give clients and contractors the option of not identifying themselves when completing evaluation forms or opinion surveys
- Personal information about a client or contractor is only released with that person's express written permission

Guidelines for teachers and contractors

- Adhere to the privacy policy and procedures
- Advise clients why personal information is being sought, for example, when completing registration or membership forms
- Ensure all personal data collected is passed on promptly to the Client Relationship Officer so it can be stored securely, and ensure any information retained (such as photographs of forms or concession cards) are deleted immediately

Guidelines for clients

- Be aware of the DFD privacy policy, including the client's rights
- Provide accurate and up-to-date data, including updating details stored by DFD when data changes (such as change of address, emergency contact, medical conditions).

Related Documents

Review

This policy will be reviewed annually by DFD management and amended as appropriate.