



## OVERVIEW

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Kulture Break is committed to protecting the safety and privacy of its volunteers and the children and families who participate. Privacy of personal information is important to Kulture Break and we conduct our business with respect and integrity. It is important for Kulture Break to collect relevant personal information from individuals in order to carry out its programs, for staff records and to record incidents. Because much of this information is of a personal nature and some of it may be considered 'sensitive' we do not readily or unnecessarily disclose this information to others.

Kulture Break maintains an open communication policy between local agencies and stakeholders where the safety of children is a concern. The protection, welfare and rights of children, volunteers and staff is of high priority, therefore access to Kulture Break programs and activities will be determined by these considerations.

Kulture Break is committed to protecting the privacy of individuals and has developed measures to protect the privacy and confidentiality of personal information collected.

This policy explains how we collect, use and disclose personal information. We will review this Privacy Policy every three years or earlier.

## IMPLEMENTATION

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### COLLECTION

Kulture Break may collect personal information including but not limited to:

- Contact details: your name, address, phone number, email address
- date of birth
- drivers licence details
- educational qualifications and or occupation
- complaint details
- donation history
- credit card and/or bank account details
- nationality and languages spoken
- marital status and family details
- photographs and
- parent/guardian details if you are under 18 years.

Our collection of personal information is usually done through your provision of the above details through our DanceBiz registration system.

Kulture Break will throughout the year conduct internal evaluations of our programs and its impacts on our participants. In this exercise, we attempt to be non-intrusive. Parents and carers will be advised prior to collection of information to ensure transparency, and to offer the opportunity to communicate any preference to opt out of the process.

If the collection of information is not apparent we will notify you of the purpose for which the information is being collected, how you can get access to the information being collected, your personal information, and what happens if you do not provide the information.

## **PURPOSE OF COLLECTION OF PERSONAL INFORMATION**

Kulture Break is a not-for-profit organisation. We collect information about people to allow us to communicate with them, promote our activities and support them. These purposes may include:

- to enable us to process your request, payment, registration, subscription
- to provide details about our work and programs. This will only be done when you opt in/request to be included on a marketing or other email or newsletter distribution lists
- to enrol in a program or activity
- to apply for a position and when evaluating job applicants, including voluntary positions, with us.

This may include “sensitive information” as defined in the Privacy Act and will only be used to conduct reference or other background checks with your express or implied consent when you make an enquiry to which a later response is requested

## **PHOTOGRAPHY AND VIDEOGRAPHY**

Kulture Break will at time take photo and video content to share on social media. Please advise us at [admin@kulturebreak.com](mailto:admin@kulturebreak.com) if you do not wish your child/yourself to be photographed.

## **VOLUNTEERING AND WWVPs**

Kulture Break requires volunteers to possess a current Working with Vulnerable People card. This card will need to be provided to Kulture Break staff for verification and recording. Card details will not be shared with other organisations or agencies unless disclosure is required in response to a serious emergency or crime.

## **USE AND DISCLOSURE**

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We do not use personal information collected in any way other than that which is stated. We don't rent, sell or exchange your information. Sometimes we may be legally required to disclose your information, for example, to government agencies.

Information collected will only be used for the immediate reason for which you have provided it to us as stated above.

We will not collect sensitive\* information about you unless you have consented to it, it is required or permitted by law, it relates to the provision of health services to you in circumstances where you cannot give informed consent, or the collection is necessary to prevent a serious threat to life, health or safety, or if it assists in us understanding our participant base, which can inform program evaluations.

\*Sensitive information includes information about a person's racial or ethnic origin, health information, political opinions, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices and criminal record (including results of police checks).

## **INFORMATION SECURITY**

Kulture Break makes every effort to protect the personal information it holds from being misused and from unauthorised access, modification or disclosure and also destroys personal information no longer lawfully required by us.

We take all reasonable steps to protect your personal information restricting access to personal information to those who have a need to know and are authorised. IT systems are password protected.

## **ANONYMITY**

It is your right to be dealt with anonymously and we will respect your desire for anonymity as far as it is practical and lawful.

Anonymity may prevent us from practically and effectively communicating with you or dealing with situations so your desire to remain anonymous may not be able to be fulfilled. You will be notified if this is the case.

## **SUBSCRIBED COMMUNICATION**

You are entitled to unsubscribe from marketing materials from Kulture Break, but please understand that you may miss out on important information regarding events and other administrative matters. You can access this information via our Facebook page or the [kulturebreak.com](http://kulturebreak.com) website.

If you are subscribed to receive communications from us, either digitally or otherwise, and wish to unsubscribe please contact the Kulture Break team to obtain details on how to do so.

## **ACCESSING AND CORRECTING PERSONAL DATA**

If you wish to change your personal information or you believe that the personal information held by us is not accurate, you can ask request access to this information and we will take reasonable steps to correct your information. Occasionally, we may need to refuse your request to access information, for example, where granting you access would infringe on someone else's privacy or may pose a threat to the security of others. We will provide reasons for any refusal to view personal information.

When you request access, we will ask you to provide some form of identification so that we can ensure that you are the person to whom the information relates.

In some cases, we may also ask you to pay a reasonable fee to cover administration costs.

## **FEEDBACK**

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Should you have any questions regarding Kulture Break's privacy policy, or wish to access your personal information, please contact us at [admin@kulturebreak.com](mailto:admin@kulturebreak.com) or 6296 3265.