



# Sweet Sassafras Open Community Choir Inc.

Registration ID A0049774L ABN 16 602 828 832 Email: [sweetsassafrascc@gmail.com](mailto:sweetsassafrascc@gmail.com)

## PRIVACY POLICY

### Policy purpose

The purpose of this policy is to set out the framework for Sweet Sassafras Open Community Choir Inc. in collecting, storing, sharing and using members' personal information.

### Definition

*Personal information* includes the information gathered from members when enrolling in the Choir, as well as information that might be gathered during their participation. It includes any information that could identify an individual member, such as their:

- name
- residential, postal and email addresses and telephone numbers
- emergency contact details
- image.

It could also include other personally identifying information we gather, such as through member surveys.

### Responsibilities

The Committee of Management is responsible for:

- collecting, storing and using personal information to ensure the smooth running of the Choir and associated activities, such as rehearsals and performances
- receiving and investigating any complaints about the handling of personal information
- providing members with access to their personal information, and making corrections to any personal information where required
- as a registered incorporated association, maintaining accurate membership records.

### Policy

Sweet Sassafras Open Community Choir Inc. will:

- only collect information consistent with our primary purpose and constitution
- inform members about why we are gathering information
- ensure personal information is not disclosed without the member's permission
- take all reasonable steps to ensure that personal information held by the Choir is accurate, up-to-date, and protected from misuse, loss and unauthorised access
- investigate any privacy breaches or complaints about privacy.

### Procedures

- Members may request access to their personal information by contacting the Committee, and if they believe that the information held is inaccurate, may ask for it to be amended.
- If a member has any privacy concerns, or a complaint about treatment of their personal information, they should speak to a Committee member, or email [sweetsassafrascc@gmail.com](mailto:sweetsassafrascc@gmail.com)