MSTYP Privacy Policy

Marian Street Theatre for Young People Inc, a New South Wales Incorporated Association, (**MSTYP**) respects your right to privacy. Below we set out our Privacy Policy, which details how we collect, use, store and disclose information about you. Our commitment in respect of personal information is to act consistently with the Australian Privacy Principles, as set out in the *Privacy Act 1988* (Cth) and to abide by any other relevant law. For the purposes of this Privacy Statement, the word "you" includes visitors to our website and users of our services (including students and their families).

General Privacy Policy

In providing our services, MSTYP may collect and hold some personal information. MSTYP may collect your personal information for different reasons, depending on the nature of the interactions you have with us. For example, if you are a student enrolled in our classes, workshops or productions, or parent, guardian or carer of a student, we may need to notify you in the case of changes in date or time of a performance or get in touch with you regarding details about the class or workshop in which you or your child is enrolled.

We may also use your personal information to keep you informed about upcoming performances and drama school dates and events.

We include an "opt out" on all correspondence with you and at any time you can inform us if you do not want your information used for direct marketing or research purposes by MSTYP.

The nature of personal information collected from you and maintained generally comprises your name, address, contact details (including telephone, fax and email), and previous drama experience.

We collect personal information when we provide our services to you. Generally, when the information is collected, we will inform you why we are collecting information and how we plan to use it. We also collect our patron data through our ticketing agency, Outix, at the time of ticket purchase.

The information we collect is stored in a secure in-house company database and we endeavour to keep our records up to date and correct. We may also use cloud storage to store the personal information we hold about you. Cloud storage and the IT servers may be located outside Australia.

For situations where MSTYP collects personal information from individuals who are not customers, we will only use the personal information for the main business purpose that it was collected. For example, we may have the contact details of an individual (such as a mobile or email address) who is our point of contact within an organisation with which we do business.

Disclosing your details to a third party

We contract out some of our functions and activities to third parties and in some cases this means that we may disclose your details to them. For example, we may provide names and addresses to a mailing house to mail our information to you. In these situations, we seek assurances from the relevant third party that they will not use personal information about you except for the specific purpose for which we supply it.

We do not disclose personal information to third parties for the purposes of allowing them to direct market their products and services. However, from time to time, we may ask your permission to disclose your contact details to a third party for a secondary purpose. For example, if one of our sponsor partners wanted to make a special offer to our theatre patrons, we would first contact you to ask if you are interested in such an offer and will seek your permission before disclosing your details to this third party.

There may be certain exceptional circumstances that will warrant not obtaining your consent. These may include circumstances where:

- MSTYP needs to use or disclose personal information where it believes the use or disclosure is necessary to protect any person and/or any MSTYP rights or property; and/or
- the use or disclosure of personal information is authorised or required by law (such as if MSTYP is required to disclose personal information to a court in response to a subpoena).

Access to your personal information

We will provide you with access to the personal information we hold about you (unless we are entitled to rely on an exemption under relevant legislation) and if we do not provide you with access, we will tell you why.

Photography and publishing

Students at MSTYP will be involved in activities where they may be photographed or filmed. Images of students may be used in a variety of ways including:

- for fundraising purposes;
- to promote MSTYP activities, classes and productions; and
- for prosperity and to maintain historical records of the MSTYP past and present students.

MSTYP may use and publish the photos and films it records for the following reasons:

- for marketing, grant and promotional initiatives such as publication on the MSTYP website, MSTYP social media platforms, promotional print or electronic media, production, drama class and workshop brochures, flyers, posters and advertising material; and

- to report on MSTYP initiatives, news and information about MSTYP and student activities and achievements to the MSTYP community through its newsletters, magazines, website and social media.

When it uses an image of a student MSTYP will ensure that:

- the image and how it is used will not cause the individual student unwarranted prejudice, damage or distress;
- it will not use any unnecessary personal information in conjunction with the image, such as personal contact details, middle names and addresses; and
- images will not be used for commercial purposes or for uses that MSTYP considers to be sensitive, such as marketing and promotional initiatives in the press or on the MSTYP website, unless MSTYP has the express written consent of the individual student or that student's parents, guardians or carers.

Parents, guardians or carers can on behalf of their child, and students on their own behalf, may advise MSTYP that they do not wish photos or films of the student being published by MSTYP as contemplated by this policy. This is provided as an option when enrolling a student in a workshop, drama class or production.

Additionally, parents, guardians or carers and students separately email the Business Manager, Jessica Blaxland Ashby (jessica@mstyp.org.au), notifying that they do not consent to MSTYP publishing photos or videos of the student's image.

Changes in our Privacy Policy

We regularly review all of our policies regularly as technology is constantly changing, as are the law and practices.

Therefore, we may change this Privacy Policy from time to time.

Policy review

Date of approval by MSTYP Committee:	05/05/2020
Policy version:	Version 2
Date for next review:	05/05/2021