



# WANGARATTA PLAYERS INC. THEATRE COMPANY

4D Evans Street, Wangaratta. Vic. 3677  
Web: [www.wangarattaplayers.org.au](http://www.wangarattaplayers.org.au)  
Reg: A0013463H. ABN: 41 144 156 349. A Registered Charity



Wangaratta Players Inc. is a Child Safe organisation that is committed to creating and maintaining a safe and friendly space where all children, young people & vulnerable people are valued, heard, and protected.

## Privacy Policy

### 1. Purpose

Wangaratta Players Inc. is bound by our constitution, child safety, discrimination, OHS and privacy legislation. Wangaratta Players Inc. recognises the importance of privacy and is committed to protecting personal information which may be collected, held and stored. Wangaratta Players Inc. is bound by our constitution and a range of privacy legislation, including the applicable privacy principles (APPs) under the *Privacy Act 1988*.

### 2. Scope

This policy applies to all members of Wangaratta Players Inc. (including paid and life members), anyone making use of the Wangaratta Players Inc. theatre space (Stage Door Theatre) whether a volunteer, member or visitor, any invited guests or workers/ contractors, and those who have made contact with Wangaratta Players Inc. It applies to all documents, images and recordings that are held in hard copy or electronically, as well as those shared on our website and social media accounts.

### 3. Data Information and Collection

Wangaratta Players Inc. collects and holds personal information, including health and other sensitive information, about:

- Paid and life members before, during, and after the course of their involvement with the company including:
  - name, contact details (including next of kin), date of birth, gender, language background

- medical information (e.g., details of disability and/or allergies provided to us on activity consent forms)
- any court orders provided for our records
- Working With Children Checks
- photos and videos at Wangaratta Players Inc. events (including but not limited to: photos of productions, foyer photos, programs)
- complaint records, disciplinary records, and investigation reports
- Emails and private emails (when using Wangaratta Players Inc committee email address)
- Other people who come into contact with Wangaratta players Inc., including name and contact details held via third party ticketing sites and other third party sites (such as contractors).

### **3.1 Personal Information you provide**

Wangaratta Players Inc. will generally collect personal information held about an individual by way of forms filled out by individuals or family members, face-to-face meetings, emails, online messaging and telephone calls/texts. On occasions people other than members (such as contractors) provide personal information to the Wangaratta Players Inc.

### **3.2 Personal Information provided by other people**

In some circumstances Wangaratta Players Inc. may be provided with personal information about an individual from a third party, for example a report provided by a screening check.

### **3.3 Anonymity**

Whilst Wangaratta Players Inc. usually needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of services in some limited circumstances some activities and interactions with Wangaratta Players Inc. may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

## **4. Wangaratta Players Inc. Use of Information**

Wangaratta Players Inc. will use personal information it collects for purposes that can be reasonably expected by you, or to which you have consented.

The purposes for which Wangaratta Players Inc. uses personal information of those covered by this policy include:

- to keep members and the wider community informed about matters related to Wangaratta Players Inc.'s events through correspondence, newsletters, our website, and online social media accounts
- day-to-day administration of the Wangaratta Players Inc.
- looking after members' social and medical wellbeing
- seeking sponsorships and marketing for the Wangaratta Players Inc.
- to satisfy the Wangaratta Players Inc.s' legal obligations and allow the Wangaratta Players Inc. to discharge its duty of care
- To maintain an active archive and history of the Wangaratta Players Inc.

**In some cases where the Wangaratta Players Inc. requests personal information about a person covered by this policy, if the information requested is not provided, the Wangaratta Players Inc. may not be able to permit the person to take part in a particular activity.**

## 5. Volunteers and contractors

In relation to personal information of volunteers and contractors, Wangaratta Players Inc.'s primary purpose of collection is to assess and (if successful) to engage the volunteer, or contractor, as the case may be.

The purposes for which Wangaratta Players Inc. uses personal information of volunteers and contractors include:

- verifying and screening volunteers who will be working with children and young people
- for insurance purposes
- seeking sponsorships and marketing for Wangaratta Players Inc.
- satisfying Wangaratta Players Inc.'s legal obligations, for example, in relation to child protection legislation.

## 6. Marketing and Fundraising

Wangaratta Players Inc. undertakes marketing and seeks sponsorships for the future growth and development of the company as an important part of ensuring that our group continues to provide quality experiences for its members and the wider community. Personal information held by Wangaratta Players Inc. may be disclosed to organisations through grant applications and other fundraising activities. Wangaratta Players Inc. will always seek to obtain prior consent before using personal information for fundraising purposes.

## 7. Data Integrity

Personal information must only be collected as necessary, in accordance with the above, and activities must comply with legal or regulatory obligations. Personal information must always be collected by lawful and fair means and not in an unreasonably intrusive way.

Wangaratta Players Inc. must take steps to ensure that the personal information collected, used and disclosed is accurate, up to date, and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed and at other times as necessary.

## 8. Wangaratta Players Inc. Disclosure of Information

Wangaratta Players Inc. may disclose personal information, including sensitive information, held about an individual for legal or administrative purposes. This may include providing information to:

- Parents, guardians and/or carers of child or young person members and their emergency contacts
- The emergency contacts of members
- anyone to whom you authorise to disclose information
- anyone who we are required or authorised to disclose the information to by law, including child protection laws

## 9. Storage of Information

Wangaratta Players Inc. makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

- The countries in which the servers of cloud providers and other third-party service providers are located may include: Sydney, Melbourne and Singapore
- Where personal and sensitive information is retained by a cloud service provider on behalf of Wangaratta Players Inc. to facilitate administrative support and archives, this information may be stored on servers located in or outside Australia.

## 10. Sensitive information

Sensitive information about a person includes information or an opinion relating to a persons' racial or ethnic origin, political opinions, membership of a political, trade or other philosophical or religious beliefs or affiliations, sexual orientation or practices, criminal record, health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## 11. Management and security of personal information

Wangaratta Players Inc. members are required to respect the confidentiality of individuals' personal information and the privacy of individuals. These obligations apply both where the information is held at a Wangaratta Players Inc. premises or elsewhere.

Wangaratta Players Inc. has in place steps to protect the personal information Wangaratta Players Inc. holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. This includes responding to any incidents which may affect the security of the personal information it holds. If we assess that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them of the breach.

Wangaratta Players Inc. recommends that all persons adopt secure practices to protect themselves and their data, including ensuring that all passwords used are strong and regularly updated and that applicable log in details are kept secure.

Do not share your personal information with anyone without first verifying their identity and organisation. If you believe any of your personal information has been compromised, please let Wangaratta Players Inc. know immediately.

## 12. Accessing and Amending Personal Records

Under the Privacy Act, an individual has the right to seek and obtain access to any personal information and health records which Wangaratta Players Inc. holds about them and to advise Wangaratta Players Inc. of any perceived inaccuracy.

To make a request to access or to update any personal information Wangaratta Players Inc. holds about you, please contact the Secretary by emailing [wangplayerssecretary@gmail.com](mailto:wangplayerssecretary@gmail.com). Wangaratta Players Inc. may require you to verify your identity and specify what information you require. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal. There may be circumstances where the reason for refusal is not provided if doing so may breach the privacy of another person.

Where Wangaratta Players Inc. decides not to make a requested correction to the personal information and the volunteer disagrees, they may request that a note of the requested correction with the information be placed in their personnel file.

## 13. Consent and Rights of Access to the Personal Information of Children and Young and Vulnerable Persons

Wangaratta Players Inc. respects every parents', guardians' and/or carers' right to make decisions concerning their child's involvement with our group.

Generally, Wangaratta Players Inc. will refer any requests for consent and notices in relation to the personal information of a child and/or young or vulnerable person to that person's parent/guardian or carer. In most circumstances Wangaratta Players Inc. will treat consent given by parents, guardians and/or carers, as consent given on behalf of the child or young person and notice to parents, guardians and/or carers will act as notice given to the child or young person.

Parents, guardians and/or carers may seek access to personal information held by Wangaratta Players Inc. about them or their child by contacting the Secretary by emailing [wangplayerssecretary@gmail.com](mailto:wangplayerssecretary@gmail.com). However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of child safe legislation. Wangaratta Players Inc. may, at its discretion, on the request of a child or young person, grant that child or young person access to information held by Wangaratta Players Inc. about them or allow a child or young person to give or withhold consent to the use of their personal information, independently of their parent/guardian/carer. This would normally be done only when the maturity of the child or young person and/or the child or young person's personal circumstances warrant it and will occur wherever possible in consultation with their parent/guardian/carer.

## 14. Enquiries and Complaints

If you would like further information on this policy or you wish to complain that you believe that Wangaratta Players Inc. has breached its privacy obligations, please contact the Secretary by emailing [wangplayerssecretary@gmail.com](mailto:wangplayerssecretary@gmail.com) in the first instance.

All complaints should initially be in writing as per our complaint procedure. A Wangaratta Players Inc. committee member will respond to the complaint as soon as possible but not later than within fourteen working days to confirm the responsible person to manage the query.

Wangaratta Players Inc. will attempt to resolve the complaint within 30 working days however, if this is not possible, Wangaratta Players Inc. will contact the complainant to provide an update.

If the complainant feels that the complaint has not been adequately dealt with, they may make a complaint to the Privacy Commissioner whose contact details are as follows:

### **Office of the Australian Information Commissioner (OAIC)**

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

<http://www.oaic.gov.au>

## 15. Review

This policy is scheduled for review every 3 years or more frequently if appropriate.

## **Linked documents**

- [Incident Reporting and Complaints Procedure](#)
- [Wangaratta Players Inc. Code of Conduct](#)
- [Wangaratta Players Inc. Child Safe Policy](#)
- [Wangaratta Players Inc. Online Safety Policy](#)

**Responsible officer - Secretary**

**Created - 01/2025**

**Date for review - 01 2029**