

PRIVACY POLICY



1. INTRODUCTION

Dynamite Studios Academy has developed the following policy and procedure as it applies to Privacy, congruent with legislation. Privacy Act 1988: This legislation makes provision for the protection of an individual's privacy. It acknowledges the right of persons not to be subjected to arbitrary or unlawful interference to their privacy, family, home or correspondence. Learners and their personal information are protected by this legislation. No information will be provided to a third party without consent.

1.1 PURPOSE

Dynamite Studios Academy (DSA) (40479) is a provider of Vocational Education and Training in the Performing Arts. The purpose of this policy is to ensure Dynamite Studios Academy maintains the security, integrity and privacy of personal information collected during business activity. By providing your personal information to DSA, you consent to its use, storage and disclosure in accordance with this Privacy Policy. If you wish to make any inquiries regarding this Privacy Policy, you should contact us using the contact details specified in section 4.8. We respect your privacy and are committed to protecting your personal information. This document sets out our policy on how we will manage your personal information.

1.2 SCOPE

This policy applies to all DSA employees, associates, students and stakeholders. Dynamite Studios Academy is committed to providing customers with the highest level of customer service. That includes your privacy.

1.3 ORGANISATIONAL COMMITMENT

Dynamite Studios Academy is committed to ensuring that it complies with the provisions of the *Privacy Act 1988*, including the Australian Privacy Principles.

1.4 DEFINITIONS

Personal information is information that may include: your name, date of birth, current and previous addresses, telephone or mobile phone number, email address, bank account or credit card details, occupation and driver's licence number.

2. PRIVACY PROCESS

2.1 HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect personal information about you in several ways, directly from you or when you:

- Enroll to complete a course at DSA
- Provide information to Dynamite Studios Academy in person or by phone, email, in an application or entry form
- Submit information through our web site
- From third parties, such as Schools, Doctors or Health Practitioners
- Social media sites such as Facebook and Instagram when you contact or otherwise engage with us through these social media sites

Where we engage with you multiple times over a short period in relation to the same matter, we may not provide you with a separate notice about privacy each time we engage with you.

The personal information collected and held about you includes but is not limited to:

- Your name, address, email address, age, gender, tax file number, citizenship, unique student identifier, occupation, contact information;
- Information about your education history and other related information if you are a student registered with us;
- Payment details, such as your credit card details
- Details of courses undertaken with DSA
- Background checks including police checks and working with children checks if you apply for employment or other related positions;
- Health and sensitive information
- Other information provided voluntarily by you, for example in response to surveys or competitions.

2.2 HOW DO WE USE YOUR PERSONAL INFORMATION?

Dynamite Studios Academy may use your personal information for the primary purpose for which it was collected and secondary purposes either related to the primary purpose, or as otherwise set out in this Privacy Policy. Such primary and secondary purposes may include, use of your personal information to:

- Process any application for enrolment you might submit to Dynamite Studios Academy
- Verify your identity
- Develop student registers to enable DSA to communicate with you and any nominated parent/guardian
- Develop, run, administer and promote competitions, programs, activities and other events run by Dynamite Studios Academy including promotion on social media
- Market and promote products, services, merchandise and special offers made available by Dynamite Studios Academy or our respective Industry Partners;
- Administer & manage Dynamite Studios Academy web site & provide you with access to the web site
- Share your personal information with our respective commercial partners
- Administer and manage any account you may hold with Dynamite Studios Academy
- Keep you informed of news and information relating to Dynamite Studios Academy, including by distributing newsletters, publications, other communication via various mediums including direct mail, email, SMS and Social Media
- If you are an employee or other representative of a customer to which we provide our products and services or a supplier or service provider to us, to communicate with you about your or your employer's engagement with us and otherwise as specified in this Privacy Policy;
- Research & develop new programs, activities & other events relating to education and other services; and

You consent to us using your personal information in the above ways. We may collect and use your personal information for other purposes not listed above. If we do so, we will make it known to you at the time we collect or use your personal information. We do not otherwise use or disclose your personal information without your permission, unless the disclosure is in accordance with this Privacy Policy, any agreement you enter with Dynamite Studios Academy or required or authorised by law, including without limitation the Information Privacy Principles under the *Information Privacy Act 2009 (Qld)*.

2.3 HEALTH AND SENSITIVE INFORMATION

In some circumstances we may collect:

- Information about your health; or
- Other sensitive information about you e.g. information about your racial or ethnic origin

We will collect health and sensitive information about you only if you directly provide that information to us. We may use health information about you to ensure that any education programs in which you participate are run safely and in accordance with any special health needs you may have, for insurance purposes and otherwise as required or authorised by law.

2.4 WHEN DO WE DISCLOSE YOUR PERSONAL INFORMATION?

We may disclose your personal information to:

- Your school, the State Curriculum and Assessment Authority and or Tertiary Admissions Centre's;
- If you are under the age of 18 - your parent/guardian (unless you have formally advised DSA not to provide this information);
- Government Authorities and Agencies including but not limited to the National Centre for Vocational Education
- Our Industry and Commercial partners
- Our professional advisers, including our accountants, auditors and lawyers or insurers
- Otherwise as required or authorised by law.

2.5 OUR WEBSITES

When you visit Dynamite Studios Academy web site, we may record certain information about your use of the web site (such as which web pages you visit and the time and date of your visit). We use this information to help analyse and improve the performance of our web sites. We may engage third parties, to help analyse how our web sites are used to provide a report to Dynamite Studios Academy so that we may continually improve the web site. We may also collect Internet Protocol (IP) addresses for internet session management and security purposes. Some of the content on our web sites may include links to third party websites or applications made available by third parties, such as social media buttons or links that allow you to share content or links to our website through the third party platforms.

These third party links or applications themselves may facilitate collection of information by those third parties; through your interaction with the applications

and sometimes even if you do not interact directly with them. Please visit the relevant third party websites to understand their privacy practices and options they may make available to you in relation to their collection of your personal information.

2.6 ACCURACY OF YOUR PERSONAL INFORMATION

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately (our contact details are set out in section 4.8 below) and we will take reasonable steps to ensure that it is corrected.

2.7 HOW CAN YOU ACCESS THE PERSONAL INFORMATION WE HOLD ABOUT YOU?

You have the right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. DSA reserve the right to charge a fee for searching for, and providing access to your information on a per request basis.

2.8 CONTACT DYNAMITE STUDIOS ACADEMY

- If you have any questions in relation to this Privacy Policy or our Personal Information handling processes;
- If you wish to make a complaint in relation to a breach of your privacy;
- If you would like to correct your Personal Information held by us,

We take all privacy complaints seriously and will investigate your complaint in a confidential manner. You will be informed of the outcome of the investigation within a reasonable period.

Phone number: 1300 363 207

Email address: enquiries@dsa.com.au

From time to time, we may need to change this Privacy Policy to reflect our changing business practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on the Dynamite Studios Academy web site.