

## **MUSIC SA POLICY**

### **1.4 PRIVACY POLICY**

#### **POLICY STATEMENT**

Music SA is committed to protecting the privacy of personal information which the organisation collects, holds and administers in line with legislation. Personal information is defined as information which can be used to distinguish or trace an individual's identity. This policy is relevant to Music SA registered artists, clients, students, employees and interactions with external organisations.

#### **PURPOSE**

The purpose of this document is to provide a framework for Music SA in dealing with privacy considerations. It ensures that Music SA meets its legal and ethical requirements in regard to the collection, storage and disclosure of personal information it holds in regards to its current, potential and previous clients and staff.

Music SA collects and administers a range of personal information for the purposes of its business activities and in operation of the Music SA, South Australian Music Awards, Bands on Track and Courses websites. In order to provide effective service Music SA may need to collect certain personal information. Music SA has a commitment to the security of personal information and will only use this information for the specific purpose for which it is provided, or for any purpose additionally consented.

Music SA is committed to protecting an individual's right to privacy and to full compliance with legislation. Music SA's privacy policy complies with [Privacy Regulation 2013](#), and the [Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#). For further information, please visit the Australian Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au).

In broad terms this means that Music SA will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

#### **Collection**

Music SA will:

- Only collect information that is necessary for the performance and primary function of Music SA
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

As a registered training organisation (RTO) Music SA will:

- Collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- Collect types of information for student enrolment data that will include, but is not restricted to:
  - Name and/company name;
  - Home and Postal Address;
  - E-mail address;
  - Telephone and mobile numbers;
  - Age and gender
  - Medical conditions
  - School enrolment data and contact details (year level, level of study, VET options)
  - USI (Unique Student Indicator) number
  - Direct debit/banking account details
- Collect information via enrolment forms and also via online Expression of Interest form (<http://courses.musiccsa.com.au/vet-eoi-form-2017>)
- Record various communications between the organisation and individuals, clients and associated organisations.
- Only collect personal information by fair and lawful means that are necessary for the function of the RTO

### **Unique Student Identifier (USI)**

All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) when they are still at school (VET for secondary students).

A USI cannot be:

- used as Music SA's own student identifier, such as a student number
- be printed on statements of attainment, student results or testamur documents

Music SA must report a USI for every student undertaking nationally accredited training whenever it submits AVETMISS data as part of the National VET Provider Collection.

The USI initiative requires Music SA to:

- collect a USI from each student
- verify a USI supplied by a student
- ensure a student has a valid USI before conferring a qualification or statement of attainment on that student
- ensure the security of USIs and related documentation

- destroy any personal information which you collected solely for the purpose of applying for a USI on behalf of a student
- adhere to all legislative requirements under the USI legislative requirements

### **Use and Disclosure**

Music SA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses Music SA will obtain consent from the affected person using appropriate forms e.g. Talent Release Form for filming.

### **Data Quality**

Music SA will:

- Take reasonable steps with regard to database maintenance to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

### **Data Security and Retention**

Music SA will:

- Safeguard the soft copy information we collect and store against misuse, loss, unauthorised access and modification through the use of password protection, servers and back-ups.
- RTO records to be securely stored for a period of no longer than five years in permanent locked storage on site.
- Keep hard employees records securely stored in the General Manager's office.
- Make available for inspection all personal information, based on the information supplied by the individual, that it holds in relation to an individual, provided reasonable notice is given.
- Only destroy records in accordance with ***Administration & Records Management Policy***.

### **Openness**

Music SA will:

- Ensure stakeholders are aware of Music SA's Privacy Policy and its purposes by including appropriate statements in email signatures, on the websites and on enrolment forms.
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

Music SA will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.
- Alter in compliance with the corrected advice provided by the individual any information to be deemed incorrect.
- Endeavour to resolve any complaint regarding concerns about privacy of personal information.

### **Anonymity**

Music SA will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.
- Gather information about the way visitors use the site (such as which pages are visited) to help Music SA make improvements to its services. Site visitors are recorded statistically as anonymous individuals.

### **Making information available to other service providers**

Music SA:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

### **Responsibility**

Music SA's Board is responsible for adopting this policy.

The organisation's General Manager and all staff members, contractors and volunteers are responsible for the implementation of this policy.

The organisation's General Manager is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

### **General Principles**

Music SA's privacy policy complies with [Privacy Regulation 2013](#) and the [Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#). For further information, please visit the Australian Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au).

### **Customer Statement**

Music SA treats your data as private information.

Music SA will never sell your data to a third party.

We will never share your data, except where:

- It is legally required

- We have engaged a service provider to assist us with a particular business transaction (e.g. collection of survey responses)
- Sharing of some details are required for operation of a service.
- We seek your permission

We use the information we collect from you only in connection with providing our services to you.

Further Information and a copy of the Music SA Privacy Policy can be obtained by contacting Music SA [info@music.com.au](mailto:info@music.com.au)

## **AUTHOR**

General Manager Music SA

## **APPROVAL**

Approved by the Music SA board in August 2017

## **REVIEW**

To be reviewed by the Music SA board in August 2019

## **IDENTIFICATION**

Policy Type: Corporate

Policy Number: 1.4

Version: 1.4.