

PRIVACY POLICY

Policy number	PP001	Version number	001
Approved by Board on	23/01/08	Scheduled review date	Jan 09

1. Purpose

The Privacy Policy outlines the measures approved by the Board of Directors to be taken by the Company to safeguard the privacy of its constituents and to comply with relevant privacy legislation.

2. Definitions

In this policy the following definitions apply:

the Company means PlayWriting Australia (ACN 124 652 884) of 245 Wilson Street, Eveleigh NSW 2015.

3. Policy

1. COMMITMENT TO SAFEGUARDING PRIVACY

The Company is committed to sensitively and securely collecting and securing personal details of its constituents in accordance with relevant legislation.

2. COLLECTING PERSONAL INFORMATION

The Company collects personal information from its constituents in a number of different ways including, but not limited to

- a. Registration by constituents for participation in Company programmes;
- b. General enquiries received in writing, in person or by phone;
- c. Through box office transactions, either in person, by phone or in writing;
- d. Registration of email addresses with the Company's e-mailing list.
- e. Surveys.

3. TYPE OF INFORMATION COLLECTED

Depending on the method of interaction, the types of personal information collected by the Company might include some or all of the following: name, mailing and email addresses and telephone number(s).

4. USE OF PERSONAL INFORMATION

The Company collects such information for the purposes of

- a. Managing applications to its programmes;
- b. Contacting constituents about their participation in its programmes;
- c. Responding to constituents' enquiries or requests;
- d. Communicating with constituents regarding Company programmes and distributing marketing information;
- e. Compiling anonymous statistical data about the Company's constituency in order to better serve its stakeholders.

5. DISCLOSURE OF INFORMATION

- a. Unless otherwise directed by law, the Company only uses personal information for its own purposes and the purposes for which it was collected.
- b. The Company will not otherwise trade, sell or rent personal information about constituents to any third party without consent.
- c. The Company may from time to time provide personal information to contractors and service providers who operate on behalf of or in service of the Company, such as a service provider who operates the Company's website and e-mailing list services, or contractors who provide services to assist with the distribution of mail or marketing material. In the event that the Company provides personal information to any such service provider or contractor, the Company requires these entities to agree to comply with this Privacy Policy and relevant legislation.

6. SECURE STORAGE OF INFORMATION

The Company takes reasonable steps to protect all personal information collected, including

- a. The use of secure computer network servers; and
- b. The restriction of access to stored information by authorised staff and/or contractors.

7. CORRECTIONS

A constituent has the right to at any time request that personal information about them be updated, corrected or altered. Such requests can be submitted in writing or by any other method in which the information may have first been obtained.

8. OPTING OUT

A constituent has the right to at any time request that personal information be removed from the Company's records and/or that they receive no further communication from the Company stored information. Such requests can be

submitted in writing or by any other method in which the information may have first been obtained.

7. Authorisation

Signature of Policy Officer

Name of Policy Officer

Date