

Aim

That all members of Ringwood Ballet Group would be aware of their rights under the National Privacy Principles Guidelines regarding the use of their personal information.

The following points are according to the National Privacy Principle Guidelines released 17th September 2001.

- According to NPP 5.1, organizations must set out in a document its policies on its management of personal information and that this document be made available to anyone who asks.
- According to NPP 5.2, this obligation is expanded, so that if a person requests, an organization must take reasonable steps to provide a person with more details about its handling of personal information. To comply with this , NPP 5.2 assumes the request will be reasonably specific. If it is not specific the organization need only provide general information regarding types of personal information collected, how it is collected, used, disclosed and stored.
- Organizations can use and disclose personal information for a secondary purpose , even if unrelated to the primary purpose of collection, if they have the individuals implied consent.

Policy

- That all enrolment information collected for use by the Ringwood Ballet Group be used for its primary purpose of student information and details to enable correct enrolment and also contacting of parents in an emergency. Parents' employment details are also requested, to be used only within the school eg; for building or painting of sets, the committee may check the employment details to look for carpenters or painters within the school community.
- That there will be no secondary use of this information; eg sharing of personal student or parent information with other organizations.
- RBG will keep only the previous year's enrolment information on site as well as the current year, both to be stored in a locked cupboard in the kitchen. All other previous records to be shredded.

- That an original copy of this information will be kept on the premises, with other copies being used by the Treasurer and the Secretary to maintain up to date databases for the purposes of mailing out Ringwood Ballet Group information or invoices directly to students homes. Lists of member names and phone numbers will also be provided to the President and Artistic Director.
- Lists of student names, dates of birth and phone numbers will be supplied to the teachers to be stored in their homes and used for the express purpose of examination entry and organization, timetable scheduling of classes and specific class related activities.

Written by ; Clare Grundy

Passed by committee - 2002

Review date – as per listing

Next Review Date

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....