



PRIVACY POLICY

PURPOSE

The Privacy Amendment (Private Sector) Act protects individuals and enables them to determine for themselves when, how and to what extent information about them is communicated to others. The way SunPAC Brisbane Pty Ltd (SunPAC) manages your personal information is governed by Information Privacy Act 2009 (Qld) (Act) and the Information Privacy Principles (IPPs) established under the Act.

SunPAC takes all reasonable and appropriate steps to protect the privacy of individuals, and has implemented the following principles:

- Respect and protect individual's personal information; and
- Only use personal information for the purpose for which it was collected.

SunPAC privacy policy complies with the Industry Code of Conduct as outlined by LPA.

Data Collection

SunPAC only collects personal information (information that makes an individual's identity apparent) which is required for its business, and by transparent, lawful and fair means. SunPAC:

- Takes reasonable steps to provide information to individuals on purpose and intended use of data collected;
- Collects personal information directly from an individual or from an individual's activities (including use of cookies and smart cards);
- Limits the collection of highly sensitive information (racial or ethnic origin, political opinions, union membership, sexuality, health impairments) about individuals, and informs them when such information is collected; and
- Makes the individual aware when SunPAC has collected information about them from a third party.

Use of Information

SunPAC only uses and discloses personal information:

- For its normal business activities (operating a live arts centre at 470 McCullough St, Macgregor, Qld);
- Where SunPAC has reason to believe unlawful activity is being engaged in;
- Where SunPAC believes there are reasonable public health or safety grounds; and
- For purposes for which the individual has consented.

Disclosure of Information

SunPAC:

- Exercises its right to disclose any personal information in a manner which does not identify individuals;

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- Recognises its responsibility to ensure personal information is not used for the purpose of stalking, harassing or committing assault;
 - Creates its own identifiers for individuals; and
 - Only discloses information to someone in a foreign country who SunPAC reasonably believes is subject to a law, binding code or contract which substantially upholds the practices set out in this policy.

Sale of Information

SunPAC does not sell any personal information which identifies individuals.

Data Quality

SunPAC:

- Takes reasonable steps to ensure personal information is accurate, complete and up to date;
- Takes reasonable steps to protect personal information from misuse, loss unauthorised access, modification and disclosure; and
- Takes reasonable steps to ensure personal information is secure and remains confidential.

Disposal of Information

SunPAC takes reasonable steps to ensure personal information no longer required is appropriately disposed of.

Access and Correction

SunPAC:

- Informs individuals of avenues available to access and correct personal information;
- Where possible and upon reasonable request allows individuals to access personal information about them;
- Provides reasons where it is not possible to provide access or correction;
- Exercises its right to charge a reasonable fee for providing individuals with personal information about them; and
- Takes reasonable steps to correct inaccurate, incomplete or out of date information.

REVIEW OF POLICY

This Policy and the actions outlined above will be reviewed on a regular basis as required due to changes to the risk profile of the workplace or relevant legislation.

Approved by the SunPAC Brisbane Pty Ltd Board of Directors.