



PRIVACY POLICY

For Artists & Public

ARTRAGE INC

For ARTRAGE Inc, The Bakery, Now Baking.com & Perth Fringe Festival.

233 JAMES STREET, NORTHBRIDGE WA 6003

Phone: 61 892276288

Fax: 61892276188

hello@artrage.com.au

www.artrage.com.au

ABN: 90 649 491 963

ENDORSED: JUNE 2010 EFFECTIVE: JUNE 2010



CONTENTS

1. **Statement of Commitment**
 2. **How We Gather Personal Information**
 3. **What sort of Information Artrage may Gather**
 4. **Non-Personal Information Which May Be Gathered Via our Website**
 5. **How Artrage May Use Your Personal Information**
 6. **Security and storage of personal information**
 7. **Keeping your personal information up to date**
 8. **Internet site privacy policies**
 9. **How to Access your Personal Information**
 10. **Further Information?**
 11. **Review of Policy**
 12. **Endorsement**
-

STATEMENT OF COMMITMENT

The purpose of this document is to outline how ARTRAGE [90 649 491 963] complies with our privacy obligations as required under the *Privacy Act 1988* and, in particular, the National Privacy Principles set out in that Act.

- 1.1 ARTRAGE will make this privacy policy available to anyone who asks for it.
- 1.2 As an organisation, one of our principal concerns is the welfare of our employees, volunteers and stakeholders. A high level of trust and confidentiality is required to ensure the confidence of our employees, volunteers and stakeholders. We aim to ensure that:
 - a. your privacy will be protected when accessing our services or visiting our premises;
 - b. the personal information collected about you and retained in our records is correct and up-to-date; and
 - c. you can access your personal information for review on request.

How ARTRAGE Gathers Personal Information

- Artist registration
- Telephone ticket and merchandise sales
- Internet ticket and merchandise sales
- Registration for the Artrage, The Bakery & Perth Fringe Festival email list



- Other voluntary provision of contact details to allow us to telephone, fax, mail or email you about Artrage business and activities.

We may collect personal information about you:

- a. directly from you; or
- b. from some other person, organisation or agency on your behalf with your consent;

What sort of information Artrage Gathers

The types of information that the Artrage will collect includes:

- Name and/or company name
- Address
- Email address
- Telephone and fax numbers
- Your job title
- Your age group
- Previous Artrage and arts experiences
- Artform preferences
- ABN (only from Artrage registered artists)
- Bank account details (only from Artrage registered artists presenting a ticketed event)

Non-Personal Information Which May Be Gathered Via our Website

- You can visit the Artrage, Bakery and Perth Fringe Festival websites and browse without the need to disclose any personal information.
- The Artrage, The Bakery & Perth Fringe Festival websites gather information about the way visitors use the site (such as which pages are visited) to help Artrage make improvements to its services. Your visit to the website is recorded as that of an anonymous individual.

How we may use you Personal Information

For Ticket and merchandise purchasers:

- To contact you about your tickets or information about the show/s you have booked e.g. to let you know if a performance is cancelled.
- For personal identification when you collect tickets or need lost tickets replaced.
- To complete financial transactions e.g. with credit card companies. All NowBaking.com.au internet credit card transactions are conducted over a secure, encrypted connection.
- To compile data on the preferences of attendees of Adelaide Fringe events to improve future services and programming.

For Registered Artrage, Bakery & Perth Fringe Festival artists:

- To contact you about bookings and other matters relevant to your event.
- To make financial transactions related to your Bakery &/or Perth Fringe event, registration of the event or events and NowBaking.com.au bookings.



- To allow the public and accredited members of the media to contact you about your event, if you have consented to this.
- Where applicable to provide contact information about events to third parties such as APRA and the Department of Immigration, who may contact you directly.

For General:

- To provide you with further Artrage, Bakery & Perth Fringe Festival information which may be of interest, if you have voluntarily provided your contact details for this purpose.
- To contact you in response to your specific Artrage inquiries
- For any other reasonable business purpose which will enable the Artrage to better service your needs or to protect the Artrage Inc and associated individuals from harm.
- For the primary purposes we advise you of at the time of collection of the information by us;
- To advocate on your behalf with government agencies and organisations to obtain other support services and benefits for you
- As required or authorised by law
- Where there is a serious and imminent threat to your life, health, or safety or a serious threat to public health or public safety
- For secondary purposes which are directly related to the primary purpose of collection of the personal information such as for quality assurance, staff training and as may be required by our insurers.

For Other People's Information that you provide to us:

- If you provide personal information to us about someone else (such as a family member or friend) you must ensure that you are entitled to disclose that personal information to us.
- You should take reasonable steps to ensure that the individual concerned is aware of the various matters detailed in this policy, including our identity, how to contact us, our purposes for collecting the information, our information disclosure practices, the individual's right to obtain access to the information and to have it corrected, and the consequences for the individual if the information is not provided.

Security and storage of personal information

Your personal information may be stored either in hard copy or electronic form in our files and/or IT systems.

Keeping your personal information up to date

We take reasonable steps to ensure your personal information is accurate, complete and up to date whenever we collect or use it.

If you think any of the personal information we hold about you is inaccurate, incomplete or out of date, please contact us and we will take reasonable steps to correct the information.

Internet site privacy policies

We may collect contact information (such as e-mail addresses) for you and other individuals via our Internet site.

Unless you object, by using our Internet site you consent to us using your personal information collected:



- to monitor who is accessing the internet site or using services offered on the internet site; and
- to profile the type of people accessing the internet site.

We utilise "cookies" which enable us to monitor traffic patterns and to serve you more efficiently if you revisit the site. A cookie does not identify you personally but it does identify your computer. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance.

We may preserve the content of any e-mail you send us if we believe we have a legal requirement to do so or are otherwise permitted to do so under the *Privacy Act*.

By using our internet site you consent to your e-mail message content being monitored by us for trouble-shooting or maintenance purposes or if any form of e-mail abuse is suspected.

Personal information, which we collect, may be aggregated for analysis but in such circumstances we would ensure that individuals remain anonymous.

You May Access your Personal Data

You have free access to your own personal data collected by ARTRAGE. Apply in writing to:

Attn: Administration Officer
Post: 233 James Street, Northbridge WA 6003
Email hello@artrage.com.au
Fax (+ 61) 08 9227 6288

It is your right to check the details and advise us of any changes necessary if the data is not accurate.

Further Information

If you have any queries about the Artrage Privacy Policy, please contact the Artrage by email hello@artrage.com.au or during normal office hours 12pm to 5pm (Mon-Fri) on 08 9227 6288.

Review of Policy

Artrage undertakes to annual review this Privacy Policy (Artists and Public) to allow for necessary updates, additions and/or changes. Changes to the policy can be found on the Artrage website and by contacting the Artrage Administration.

Endorsement

This Policy was reviewed by the Artrage Inc. Board of Management at a meeting held on 30th June 2010.