



PRIVACY POLICY

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INTRODUCTION

The Board of Move Through Life is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Move Through Life in dealing with privacy considerations.

DEFINITIONS AND ACRONYMS

MTL: Move Through Life Incorporated and Move Through Life Dance Company

POLICY

MTL collects and administers a range of personal information for the purposes of delivering its dance programs, performances and all operational activities, such as an individual's name, contact details, medical details, emergency contact and previous dance experience. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

MTL recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

MTL is bound by the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Privacy Act as minimum standards in relation to handling personal information.

In broad terms this means that we:

- 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.

PROCEDURES

Collection

MTL will:

- only collect information that is necessary for the performance, primary function and responsibilities of operating MTL Inc. This ensures that the organisation and its participants (including staff, volunteers, board and committee members and dancers) are protected in a legal sense
- notify stakeholders about why we collect the information and how it is administered.

Imagery (photographs & video recording)

MTL will seek written consent from participants and students to make photographic and video recordings of their participation in workshops, performances and other MTL events and for the use of such recordings for:

- promotion of MTL
- the MTL website
- sales and marketing displays and materials for potential presenters
- sponsors and grant funding bodies
- electronic communication strategies
- photographs and DVDs produced for sale to raise funds for MTL
- media.

When required by law, no photographs or images of any stakeholders will be used unless prior written consent is obtained.

Use and Disclosure

MTL will:

- only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- Obtain consent from the affect person for other uses.

Data Quality

MTL will take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

MTL will safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

Openness

MTL will:

- ensure stakeholders are aware of MTL's Privacy Policy and its purposes
- make this information freely available in relevant publications and on the organisation's website.

Access and Correction

MTL 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.

Anonymity

MTL will give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

MTL will:

- 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
- release information to third parties where it is requested by the person concerned.

RESPONSIBILITIES

MTL's Board and Operational Committee are responsible for adopting this policy.

MTL's Board, Operational Committee, General Manager and all staff members, contractors and volunteers are responsible for the implementation of this policy.

MTL's Board is responsible for monitoring changes in Privacy legislation and for reviewing this policy on an annual basis.

RELATED DOCUMENTS

- Confidentiality Policy

REVIEW

This policy will be reviewed annually by the MTL board and amended as appropriate.