**PRIVACY POLICY**

This is the Privacy Policy of Macquarie Singers Incorporated (ABN 73 204 980 632) (“MUS”).

We are committed to protecting the privacy of our participants, patrons and contacts and complying with the Australian Privacy Principles set out in the *Privacy Act 1988 (Cth)* (“Privacy Act”)​.

In this policy we describe how we manage your personal information.

**1. Information we collect**

The kinds of personal information we collect include:

(a) contact details such as name, address, email address, and telephone contact details;

(b) information relating to your circumstances;

(c) limited health information about your vaccination status;

(d) information regarding our communications with you and your attendance at workshops and promotional events held by us;

(e) your feedback in relation to our workshops, concerts and events;

(f) information necessary for payments of membership fees or donations, including credit card or banking details; and

(g) information and data related to statistical information regarding access, views, and use of our website and promotional emails.

**2. How we collect personal information**

2.1 We collect personal information by various means including when:

(a) you contact us with a question or inquiry;

(b) you subscribe to our newsletter and emails;

(c) you attend a workshop, concert or event we are hosting; or

(d) you visit our website.

2.2 We collect personal information about you from you directly.

2.3 If you do not provide us with accurate personal information we may not be able to ensure the safety of our members and compliance with our policies. If you provide false information, we reserve our rights to suspend your engagement with MUS.

**3. The purposes for which we collect, hold, use and disclose personal information**

3.1 We collect, hold, use and disclose personal information in order to:

(a) respond to your inquiries;

(b) allow you to sing with MUS or otherwise participate in our events and workshops;

(c) monitor and improve our events; and

(d) communicate with you about upcoming rehearsals, concerts, workshops, social events and any other music related events that may be of interest to you.

3.2 We disclose personal information only on a ‘need to know basis’ within MUS to committee members and officers who are responsible for getting in contact with you about any upcoming events.

**4. The parties to whom your personal information is disclosed**

4.1 Subject to our confidentiality obligations, we may share some relevant personal information with:

(a) members of the MUS committee; and

(b) our conductor, stage manager, orchestra members, and other personnel involved with MUS on a ‘need to know basis’; and

(c) third party service providers who assist us with archival, auditing, accounting, licensing, booking, website or technology services.

4.2 We also will disclose your information if required by law to do so or in circumstances permitted by the Privacy Act.

**5. Disclosure of information outside the jurisdiction of collection**

5.1 We do not disclose information outside of Australia, unless required by law.

**6. Opting out of marketing communications**

6.1 We may send you newsletters and other digital communications about MUS.

6.2 You can opt out of receiving further such communications by notifying us using our contact details below or by clicking the “unsubscribe” option at the bottom of any digital communication received from us.

**7. Security**

7.1 We take all reasonable physical, technical and administrative safeguards to protect your personal information from misuse, interference, loss, and unauthorised access, modification and disclosure. The database on which personal information is stored is password protected and only accessible to the MUS committee.

**8. Access/correction/updating personal information**

8.1 You can contact us to access, correct or update your personal information by emailing us at our contact details below.

8.2 Unless we are subject to confidentiality obligation or some other restriction on giving access to the information and we are permitted to refuse you access under the Privacy Act, we will endeavour to make your information available to you within 30 days.

8.3 Examples of circumstances where we may refuse to give you access to your personal information include where:

(a) giving access would be unlawful;

(b) we reasonably believe that giving you access would pose a serious threat to the life, health or safety of any individual or to public health or public safety; or

(c) giving access would have an unreasonable impact on the privacy of others.

**9. Notification of changes**

9.1 If we decide to change our Privacy Policy, we will post a copy of the updated policy on our website.

**10. Complaints / contact us**

If a breach of this Privacy Policy occurs, a complaint may be made to us. Our contact details appear below:

muscom@mus.org.au

Attention: MUS Committee

We will endeavour to respond to any complaint within 30 days.