

## Privacy Policy

Updated September 2020

### Privacy Notice

COMDANCE Inc. recognises the importance of your privacy and your right to control your personal information and is committed to complying with applicable privacy laws (including the Australian Privacy Act). We will not wilfully disclose any personal information without first obtaining our member's permission.

### Introduction

This Policy covers COMDANCE Inc. and each of its appointed organisers.

This Privacy Notice explains:

- How, when and why we collect personal information
- How we use the information
- When and with whom we may share it
- How we keep it secure, and
- Your privacy rights and how the law protects you

We only use personal information if we have an appropriate reason (lawful basis) to do so, this includes sharing information with any persons outside of COMDANCE Inc. and its representatives.

### How do we collect information from you?

COMDANCE may collect your personal information when you:

- Complete an online, electronic or paper 'Application for Membership Form'
- Speak to us on the telephone or in person
- Email us
- Visit our website(s)
- Make a payment or donation
- Make a booking for an event, class or workshop

### What type of information is collected from you?

COMDANCE does not collect any personal information about members except when they specifically and knowingly provide that information.

The types of personal information COMDANCE may collect depends on the purposes for which it is collected but may include (without limitation):

- Your name, gender, date of birth, occupation, residential address, email address, telephone number and other contact details; school/business name; school/business

address

- Credit/debit card information for purposes of purchasing product, payment of fees or examination entry
- Health or disability information (or other 'special data')
- Membership of professional bodies or associations
- Dance teaching experience and/or qualifications
- Professional development attendance

For examination candidates, workshop participants and competition entrant

- Name, date of birth, gender
- Previous examination and competition results
- Health and disability information relevant to special exemptions in examinations

### **How is your information used?**

We use member information to:

- Process an application that you have made for an activity or event
- Process an order for a product or other service
- Process a payment (or credit) for a product or service
- Process entries for competitions and examinations
- Seek your views or comments on the services we provide
- Notify you of changes to our services
- Send you communications, which may include information about new products, services, events, and activities
- Handle an enquiry or complaint you have made
- Invite you to attend an event, seminar or conference
- To contact you in an emergency situation.

We use student information to:

- Register candidates for examinations and maintain a database of such candidates together with their examination record
- Receive and process examination entries, and schedule candidates for exams
- Process examination fees
- Deliver examinations, process results, and award qualifications to successful candidates
- Create a registry of participants for competitions and workshops

### **Why do COMDANCE collect, use, hold and disclose your personal information?**

COMDANCE generally only collects, uses, discloses or holds personal information that is reasonably necessary for them to perform one or more functions or activities in administering the Society including:

- To organise, conduct and promote competitions and workshops

- For the organisation, administration and processing of exams
- To direct communication to you from COMDANCE

### **Who has access to your information?**

Information such as email addresses or any other personal information is never sold, traded or given away.

We may pass your information to our service providers (State and Regional Organisers). This occurs for the purposes of providing COMDANCE goods and services to you on our behalf. Each organiser is required to keep your information secure and use it only for the purpose in which it was intended

Comdance will not release your information to other organisations unless we are required to do so by law or unless you have given us explicit permission to do so.

### **Transborder data flows**

As a global organisation the information you provide to us may be transferred to other countries in which COMDANCE operate. By submitting your personal data, you agree to this transfer, storing or processing. COMDANCE will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Notice.

### **Third Party Providers**

In the operation of our organisation we use the following providers

MailChimp, to deliver our email marketing. By signing up for membership of COMDANCE and COMDANCE - Home of CSTD you acknowledge that the information you provide will be transferred to MailChimp for processing in accordance with their [Privacy Policy](#) and [Terms](#). We gather statistics around email opening and clicks using industry standard technologies to help us to monitor and improve our electronic communication. You may unsubscribe at any time.

SurveyMonkey to run surveys and to collect feedback from our members and customers on a variety of topics, services, products and events. Some surveys are anonymous and in those circumstances we collect information about location and which questions were skipped etc. If you choose freely to provide your contact details we will only keep your personal information for a stated duration (communicated at the time of completing the survey) which is likely to be the timeframe within which the review or survey will be completed. Read their [Privacy Policy](#).

Eventbrite for online ticketing and registration for some events. This is only collected for registration and attendance purposes. Please read Eventbrite's [Privacy Policy](#).

Google Analytics to monitor the traffic on our website and enable us to improve its

functionality. No personal information is disclosed in the data collection. Read their [Privacy Policy](#).

PayPal to collect payment for a variety of our goods and services. Read their [Privacy Policy](#)

**Comdance will never store your credit card details.**

Social Media Platforms

If you are engaging in COMDANCE Social Media platforms please note we do not collect your personal information, it stays within the social media channel. You can find the Facebook; Instagram and YouTube privacy policies on their individual platforms.

Cookies

We do not use cookies on our website.

### **Data quality and security - Your choices and individual privacy rights**

When registering for membership with COMDANCE you are giving us permission to receive communications from us in relation to our products and services.

Comdance will take reasonable steps to:

- Make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date; and
- Protect the personal information it holds about you or that is within its direct control from misuse, interference and loss and from unauthorised access, modification or disclosure.

COMDANCE will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed (at your request or otherwise) or if you withdraw your consent, unless it is required by or under law, or a court order, to retain such information. Where COMDANCE is required to destroy or permanently de-identify your personal information, it will take reasonable steps to inform other parties using, holding or disclosing the same personal information (including any links to, copies of or replication of that personal information).

### **Openness, access and correction**

COMDANCE will provide you with a variety of ways to access, review and manage your personal information. For example, through your COMDANCE website login you can use your credentials to access, review and manage your personal information at any time.