

Sinfonia Mid North Coast Inc.

Privacy Policy

General

Sinfonia Mid North Coast Inc. is committed to maintaining your privacy as required by the *Privacy and Personal Information Protection Act 1998 (NSW)* ('the Act').

This document sets out how Sinfonia MNC may collect, hold and use personal information. By providing your personal information to Sinfonia MNC, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

Sinfonia MNC collects your personal information in order to, properly and efficiently carry out its functions, including providing you with information concerning Sinfonia's activities and for Sinfonia to track your membership details. Membership information is used for insurance, collection of annual fees and is required by the *Incorporated Associations Act 2009*.

Privacy and the protection of confidential information is a serious issue and one of which everyone needs to be aware. Failure to adhere to privacy legislation can have legal ramifications.

What information do we collect?

Sinfonia MNC collects your personal contact details (including address, phone numbers and email addresses) in order to be able to contact you when needed and will not collect any more information than is necessary for it to fulfil its functions.

Our commitment to you

Sinfonia MNC uses your personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law).

Sinfonia MNC will provide your contact information only to Sinfonia Board members, the Orchestra Leader, Section Leaders, Conductors, and/or the Friends of Sinfonia Coordinator, as required. Access may also be given (only when required) to IT consultants or contractors.

Sinfonia MNC will require anyone who has access to your personal information to comply with the information protection principles of the Act; and will require these people to sign a Confidentiality form setting out their obligations to protect your personal information.

Maintaining the policy

Due to the developing nature of privacy principles for online communication, this policy may be changed in light of new developments or issues that may arise from time to time.

Complaints concerning our privacy practice

All complaints will be dealt with by the Board promptly and confidentially. Complaints concerning our privacy practices and how your personal information is used may be made at any time by contacting a Sinfonia MNC Board member.

**ADOPTED BY SINFONIA MNC AT ITS BOARD MEETING ON: 12
December 2017**

Sinfonia Mid North Coast Inc.

Confidentiality Agreement

I, _____, have read the Privacy Policy of Sinfonia Mid North Coast Inc. (dated 12 December 2018) and agree to abide by it.

I acknowledge I have obligations to protect the personal information of members of Sinfonia MNC that I may have access to, by right of my role as:

- Board member
- Orchestra Leader
- Section Leader
- Conductor
- Friends Coordinator
- Private Contractor
- Other _____

Declaration

- I undertake not to access any personal information or confidential information collected by Sinfonia unless such information is necessary to undertake a specific Sinfonia activity
- I undertake not to divulge any personal information or confidential information to any third party,
- I undertake not to use any personal or confidential information held by Sinfonia, except as authorised by the Sinfonia Board
- I understand that I must not use this information for personal use and undertake to use this information only to contact Sinfonia members for purposes directly related to Sinfonia business

- I will ensure when contacting members in bulk that I use the BCC function in emails so as not to share Sinfonia email addresses with anyone else, including other members of Sinfonia.

Name: _____

Signature: _____

Date: _____