

<b>Privacy and Confidentiality Policy for Rockit Performing Arts</b>
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Rockit Performing Arts (RPA) is committed to protecting the privacy and confidentiality of all individuals associated with our studio, in accordance with the Privacy Act 1988 (Cth) and the South Australian Government Information Privacy Principles Instruction (IPPI).

**Purpose**

This policy outlines RPA's approach to collecting, using, storing, and disclosing personal information, emphasising our commitment to respecting individuals' privacy and maintaining confidentiality, particularly regarding sensitive information related to personal characteristics or circumstances.

**Scope**

This policy applies to all RPA staff, students, parents/guardians, volunteers, and contractors who may have access to personal information.

**Definitions**

“Personal Information”: Information or an opinion about an identified individual, or an individual who is reasonably identifiable.

“Sensitive Information”: A subset of personal information that includes details about an individual's racial or ethnic origin, political opinions, religious beliefs, sexual orientation, health information, or criminal record.

**Collection of Personal Information**

1. RPA will only collect personal information that is necessary for our activities.
2. We will collect personal information by lawful and fair means, directly from the individual where possible.
3. At the time of collection, we will inform individuals of:
  - The purpose for which the information is being collected
  - Any law requiring the collection of information
  - The main consequences if the information is not provided

**Use and Disclosure**

1. Personal information will only be used or disclosed for the primary purpose for which it was collected, or a directly related secondary purpose.
2. Sensitive information will only be used or disclosed with the individual's consent or as required by law.

**Data Quality and Security**

1. RPA will take reasonable steps to ensure that personal information collected, used, or disclosed is accurate, complete, and up-to-date.
2. We will protect personal information from misuse, loss, unauthorised access, modification, or disclosure through appropriate physical, electronic, and managerial procedures.

### **Access and Correction**

1. Individuals have the right to access their personal information held by RPA, subject to some exceptions allowed by law.
2. Requests for access should be made in writing to the Studio Director, Noni Vassos.
3. If an individual believes their personal information is inaccurate, incomplete, or out-of-date, they may request that it be corrected.

### **Anonymity**

Where lawful and practicable, individuals will have the option of not identifying themselves when dealing with RPA.

### **Sensitive Information Handling**

1. RPA recognises the heightened privacy concerns surrounding sensitive information.
2. Access to sensitive information will be strictly limited to staff members who require it for legitimate purposes.
3. Staff will receive training on the proper handling of sensitive information.

### **Confidentiality in Classes and Performances**

1. Instructors and staff will maintain confidentiality regarding students' personal circumstances, medical conditions, or special needs.
2. Any necessary disclosures will be made only with the consent of the individual or their guardian, except where required by law.

### **Data Breaches**

In the event of a data breach, RPA will follow the Notifiable Data Breaches scheme under the Privacy Act 1988 (Cth), including assessing the breach and notifying affected individuals and the Office of the Australian Information Commissioner if required.

### **Staff Training and Compliance**

1. All staff will receive regular training on privacy and confidentiality obligations.
2. Compliance with this policy will be monitored, and breaches may result in disciplinary action.

### **Review and Updates**

This policy will be reviewed annually to ensure compliance with relevant legislation and best practices.

By implementing this Privacy and Confidentiality Policy, Rockit Performing Arts demonstrates its commitment to protecting the privacy of our community members and maintaining the confidentiality of sensitive information. This policy aligns with the South Australian Government's Information Privacy Principles Instruction and supports our mission to create a safe and respectful environment for all.

This policy should be read in conjunction with RPA's other relevant policies and procedures, including our Child Safe Environments Policy and Data Management Policy.

**Created by: Noni Vassos, Director / Founder, Rockit Performing Arts**  
**Date: Updated August 2024**