



# LONG-STEPS BALLROOM DANCING: PRIVACY POLICY

Version 2.0 –Published 26<sup>th</sup> March 2017

## 1. OVERVIEW

This Privacy Policy sets out Long-Steps Ballroom Dancing's (ABN: 58 860 627 267) commitment to protecting the privacy and integrity of information collected.

This policy has been written to comply with the Australian Privacy Act of 1988, including the Australian Privacy Principles set out in Schedule 1 of the act.

You providing us with personal information indicates that you have had sufficient opportunity to access this Privacy Policy and that you have read and accepted it.

If you do not wish to provide personal information to us, then you do not have to do so, but it may affect your use of and/or access to our services.

Please read this Privacy Policy carefully and contact us if you have any questions.

## 2. TYPES OF PERSONAL INFORMATION COLLECTED

The type of personal information collected by Long-Steps Ballroom Dancing may include, but is not limited to:

- Full Name
- Dance Partner's Full Name
- Sex
- Date of Birth
- Postal address
- E-mail address
- Phone number
- Photograph(s)

If we receive your personal information from third parties, we will protect it as set out in this Privacy Policy.

In accordance with "Australian Privacy Principle 4 – dealing with unsolicited personal information", where we receive personal information from third parties, and that information could not have reasonably been solicited through our normal course of business, that information will be destroyed.

Long-Steps Ballroom Dancing does not, under any circumstances, store Credit Card information.

## 3. USE OF PERSONAL INFORMATION

We collect and use personal information for purposes including:

- to contact and communicate with you;
- for internal record keeping; and
- for marketing and promotion.

All marketing and promotion is performed in accordance with "Australian Privacy Principle 7 – direct marketing".

## **4. DISCLOSURE OF PERSONAL INFORMATION**

Unless compelled to under Australian Law, and in accordance with “Australian Privacy Principle 6 – use or disclosure of personal information”, Long-Steps Ballroom Dancing will not disclose personal information.

Long-Steps Ballroom Dancing may disclose personal information only with the consent of the person whose details are being disclosed.

## **5. ACCESS & CORRECTION OF PERSONAL INFORMATION**

In accordance with “Australian Privacy Principle 12 – access to personal information”, you may request access to part or all of the personal information Long-Steps Ballroom Dancing holds pertaining to you and you alone.

In accordance with “Australian Privacy Principle 13 – correction of personal information”, Long-Steps Ballroom Dancing will take all reasonable steps to ensure personal information is maintained and deemed to be accurate, up-to-date, complete, relevant and not misleading. If you believe that any personal information Long-Steps Ballroom Dancing holds pertaining to you and you alone is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us.

We will endeavour to promptly correct any information found to be inaccurate, out of date, incomplete, irrelevant or misleading.

## **6. COLLECTION, STORAGE & SECURITY**

Where information is collected online it is encrypted using SSL certificates.

In accordance with “Australian Principle 11 – security of personal information”, all personal information stored, digitally or otherwise, is protected from misuse, interference, loss, unauthorised access, modification or disclosure as far as reasonably practicable.

## **7. COMPLAINTS ABOUT BREACH**

If you believe that we have breached the Australian Privacy Principles and wish to make a complaint about that breach, please contact us.

## **8. CONTACT US**

Long-Steps Ballroom Dancing

E-mail: [dancing@long-steps.com](mailto:dancing@long-steps.com)

Website: [www.long-steps.com/contact-us](http://www.long-steps.com/contact-us)

## **9. LEGAL RESOURCES & ADDITIONAL INFORMATION**

Australian Privacy Act 1988

[www.legislation.gov.au/Details/C2016C00979](http://www.legislation.gov.au/Details/C2016C00979)

Office of the Australian Information Commissioner

[www.oaic.gov.au](http://www.oaic.gov.au)