



Brisbane Symphonic Band Privacy Policy

Introduction

It is necessary for the Brisbane Symphonic Band (the Band) to collect and use people's personal information in order to effectively perform its functions and activities. The purpose of this policy is to outline why this personal information is necessary and to define how it is collected, used, stored and disclosed. This policy also demonstrates the Band's strong commitment to ensuring personal information it collects is protected.

This development of this policy was informed by the following guidelines:
<http://www.privacy.gov.au/materials/types/guidelines/view/6849>

Roles and Responsibilities

- **President** – The Band's President is responsible for the application of this policy and for ensuring reasonable steps are in place to protect personal information collected by the Band.
- **Management Committee and other Band Officers** – It is the responsibility of all Band officers to ensure compliance with this policy and that personal information they collect or use in the course of their duties is protected.

Collection of Personal Information

The Band uses the following methods to collect personal information:

- Paper-based forms; and
- Electronic forms completed via the Band's website where the content is emailed to an appropriate Band officer.

Use of Personal Information

The Band uses personal information for the following reasons:

- **Band Members** – As an Incorporated Association, the Band is required to keep a register of those people who qualify as members, as per the rules set out in the Constitution. The personal information of Band members is collected and used by the Band to contact its members for administrative purposes.
- **Mailing List Members** – The personal information of mailing list members is collected and used by the Band to provide information about concerts, performances and other musical activities the Band is involved in.

Storage of Personal Information

Paper-based forms which contain personal information are to be kept in a folder marked "confidential" by the President or Secretary. Email messages received by Band officers are to be retained electronically (i.e. PDF) and then deleted from the email system.

The personal information collected via paper-based or electronic forms is to be entered into an Access database (fit for purpose) by an appropriate Band officer in a timely manner. Any databases will be maintained and kept in a secure location by the President and/or Secretary.

Disclosure of Personal Information

Aside from the following exceptions, which are in accordance with the Band's use of personal information (see above), the Band will **not** disclose any personal information which it has collected:

- A list comprising of each Band member's name, home address, telephone number (work/home/mobile) and email address will be produced and circulated to members of the management committee.
- A Band member's home address, telephone number (work/home/mobile) or email address may be provided to administrative officers of the Band, such as the librarian or webmaster, on a "needs to know" basis.
- A Band member's personal information may be provided to another member of the Band with the consent of the owner of the personal information.
- A mailing list member's email address may be provided to administrative officers of the Band, such as the webmaster or the business development and marketing manager.

Access, Amendment and Removal of Personal Information

Upon request from the owner, the Band will freely provide, amend or remove any personal information it has stored about that individual.

Contact

For more information on this policy, or to access, amend or remove personal information, please contact the Band's President or Secretary. Refer to the Band's website for current contact details (www.brisbanesymphonicband.com/contactus.shtml).