

Auspicious Arts Privacy Statement

Auspicious Arts Projects Inc is bound by the Privacy and Data Protection Act 2014 (Vic).

This Privacy Statement explains how we use and disclose personal information which we hold about you and the privacy rights you have in relation to that information.

Your personal information

Personal information we may collect, or which may be held by us about you, may include:

- your name
- your date of birth
- your postal address
- your telephone and, or, mobile phone number
- your email address
- your username and password for funding portals
- your bank details
- your Tax File Number
- your Superannuation details
- your ABN
- your next of kin contact details (for employees)
- medical conditions relating to your project engagement

How we collect your personal information

We collect personal information in a number of ways, including:

- when you subscribe to our newsletters and mailing lists
- when you invoice us
- from third parties requesting payment on your behalf
- from third parties requesting we engage you for work on a project
- when you otherwise provide information to us, including:
 - in writing
 - in person
 - by phone

How we use your personal information

We may use your personal information to:

- establish you as a client
- engage you on a project on behalf of our client
- process invoices or wages for you
- assist you in applying to a funding body
- contact you in relation to payments or wages that have been processed for you
- managing Workcover incidents and claims
- send you our newsletter or other marketing materials such as our annual report

When we disclose your personal information

From time to time, we may need to disclose your personal information to other organisations.

We may disclose your personal information as permitted or required by law

E-newsletter

If you decide that you no longer wish to receive our e-news from us, please let us know by contacting info@auspicious.com.au.

How we deal with your personal information

If you ask us to auspice a funding application, elect to become a client of Auspicious Arts Projects or are engaged by us for a project or event you may be required to provide us with certain personal information, including your name and address, as well as other personal information which we may require you to provide, or which you choose to provide us, in relation to your engagement.

We will hold, use and disclose that information solely for the purpose of managing your funding application, payments or project engagement.

Auspicious Arts Projects has relevant software, procedures and protocols in place to manage and protect the personal information we collect.

How you can help us to ensure the accuracy of the personal information we hold

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is up-to-date.

However, the accuracy of that personal information depends to a large extent on the information you provide to us. To help ensure the accuracy of the personal information we hold about you, we ask that you:

- let us know if you become aware of any errors in the personal information we hold about you; and
- inform us of changes to your personal information, such as changes to your name, address, bank details or other contact details.

How you can access your personal information

You have a right to access personal information that we hold about you, subject to some exceptions allowed by law.

How to contact us regarding privacy matters

If you have any questions in relation to privacy matters please contact info@auspicious.com.au or call 03 9690 6131 to speak to one of the client managers. You may also write to us at Level 1, 117 Sturt Street, Southbank VIC 3006.