

# Privacy Policy

## Background

Brightstars Education Pty Ltd ABN 82 132 503 514 ("Brightstars") conducts a Performing Arts Academy for children in New South Wales, Victoria and Queensland. In the course of our business we collect private information about individuals. Accordingly, Brightstars is subject to the *Privacy Act 1988 (Cmth)*, including the National Privacy Principles.

Set out in this Policy, are the internal Brightstars procedures in place designed to protect the privacy of the personal information that has been provided to us.

## Information Collected by Brightstars

In relation to students of the Brightstars Performing Arts Academy, the following information will be collected:-

- a) The name, address, telephone number and date of birth of the Student;
- b) The name, address, telephone and email contact details of the Student's Parent and/or Guardian;
- c) Emergency contact information and medical conditions.

Other information that may be collected by us in the course of the Brightstars business includes personal information contained on any application for employment, credit references and check or promotional campaigns and materials for prospective Students.

The information may be collected via telephone from the Brightstars or 3<sup>rd</sup> party Call Centre, at point of sale, at promotional seminars, via the internet or when a Student or that Student's Parent and/or Guardian contacts Brightstars with a query, feedback, concern or complaint. Brightstars collects your personal information only with your consent.

## The Security of the Information Collected by Brightstars

Brightstars will take all reasonable steps to ensure protection of your personal information that you have provided against misuse, unauthorised access or disclosure to parties other than in accordance with this Policy. Personal information will be stored in the electronic and/or paper formats. Brightstars will take all reasonable steps to ensure that authorised persons having access to that information, must use appropriate passwords and data protection codes and only access that information in order to perform their duties specified by Brightstars.

Brightstars will never sell your personal information to a 3<sup>rd</sup> party for the purposes of direct marketing campaigns or promotions. Brightstars will only disclose information in accordance with the terms of this Policy.

## What the Personal Information Collected by Brightstars

In relation to Students, the information is collected for the Student's participation in the Brightstars Performing Arts Academy and ongoing management of that participation. In relation to non-Students, information is only collected as a result of Brightstars ongoing business operations.

## Disclosure of your Personal Information

Brightstars will only disclose your personal information to a third party in the following circumstances:-

- a) Where it is required to do so by any law or regulation or order of any Court; or
- b) In accordance with the National Privacy Principles;
- c) Where it is necessary to do so in order to provide or improve services that it provides to its Students; or
- d) To Credit Reporting Agencies in the circumstances where monies are owed to Brightstars; or
- e) To specially selected 3<sup>rd</sup> party corporations (who have satisfied Brightstars' requirements for privacy protection) to undertake promotional activities on behalf of Brightstars. An example of a promotional activity is a mailout to existing Students advertising a new promotion in the Academy; or
- f) With your specific consent in circumstances other than (a) to (e) above.

## Access to Personal Information Provided to Brightstars

If you would like to view your personal information held by Brightstars, please contact Brightstars Privacy Officer who will provide the information to you at no charge.

## ClubHouze Privacy Officer

Level 2, 181 Riley Street  
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