

## **Privacy Policy**

Your privacy is respected by Young People and the Arts Australia ASSITEJ Australia Inc (YPAA). This privacy statement provides information about the personal information that YPAA collects, and the ways in which YPAA uses that personal information.

### **Personal information collection**

YPAA may collect and use the following kinds of personal information:

- information that you provide for the purpose of registering as a YPAA Member
- information that you provide for the purpose of registering for the YPAA Newsletter, and for YPAA events
- information about transactions carried out over this website (*yet to be sourced*)
- Any other information that you send to YPAA

### **Using personal information**

YPAA may use your personal information to:

- enable your access to and use of the website services;
- publish information about you on the website, with your consent
- supply to you services that you purchase;
- send you statements and invoices;
- collect payments from you; and
- send you marketing communications.

YPAA will not use personal information for purposes other than which it is relevant.

You may opt out from this privacy statement if you no longer wish to receive information from YPAA, or be listed on the YPAA website.

Personal information is obtained and collected when you complete a membership form. It is also obtained when you request to be added to YPAA's mailing list, when completing a booking form, making a telephone enquiry, send us a letter or email. 'Non-members', and those who have not agreed to share their contacts online will not be listed on this website.

Where YPAA discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement. The information we collect is stored securely. We are committed to correctly storing your details and can be contacted directly to request for changes to be made.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, YPAA may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

We do not disclose names and addresses to third parties for the purposes of allowing them to direct market their products and services. With your permission, as outlined on the YPAA membership form, we do disclose your contact details to appropriate inquirers to facilitate contacts.

### **Securing your data**

YPAA will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

YPAA will store all the personal information you provide on its secure servers.

### **Review**

This privacy statement will be reviewed once every three years.

YPAA is not responsible for the privacy policies or practices of any third party.