

DATA PROTECTION POLICY

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Drafted by	Mark Donnelly	Approved by Board on	06/02/17
Responsible person	Michelle Forbes	Scheduled review date	TBC (within 3 years)

INTRODUCTION

The Tasmanian Youth Orchestra (TYO) is committed to handling personal information in a responsible manner, and in accordance with the principles of the Privacy Act (the Act), namely that personal information shall be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Processed in line with individuals' rights
- Secure
- Not transferred to other countries without adequate protection

POLICY

- 1.1 Personal information is generally not made available to anyone other than TYO Directors and staff, and to the data subjects, the exceptions being:
 - a. The names, pictures and biographies of Board, Staff, Conductors, and engaged artists may be made publicly available on the website, with their permission;
 - b. The names of players may appear in concert programmes unless requested otherwise;
 - c. The names and biographies of soloists and artists may appear in concert programmes, unless they request otherwise;
- 1.2 Pictures of players may be used in publicity materials, unless they have not requested otherwise.
- 1.3 Data subjects are given the opportunity to inspect and, if necessary, correct the personal information held about them on request to any trustee or member of staff, and player information is confirmed every year at audition.
- 1.4 TYO relies on the accuracy of the information provide by participants. TYO will ensure that all information collected, used or disclosed is accurate, complete and up to date and will conduct periodic updating opportunities to ensure that, as far as is practicable, the data held by us is accurate and current.
- 1.5 Web pages and paper forms are designed to draw people's attention to this Data Protection Policy.
- 1.6 The information is stored primarily on a computer system and safeguarded by individual usernames and passwords. The computer system itself is adequately secured. Data on people who no longer have contact with the organisation TYO is retained for historical purposes. Information for the purposes of monitoring our Equal Opportunities Policy is anonymised at source, and is not therefore personal information.
- 1.7 TYO may release information where there is a duty to the public to disclose that information, or where disclosure is required or authorised for law enforcement or regulatory purposes.
- 1.8 TYO undertakes to give proper and responsible consideration to privacy issues associated with the introduction of new marketing methods or technology.
- 1.9 Access to personal information by non-staff, except custodial parents/guardians of the data subject, is not permitted.
- 1.10 Communication between TYO personnel is of primary importance for its successful operation. The provision of some personal details about participants to staff, contractors or volunteers (typically parents of current or former participants), whose role is to supervise participants, is



essential. For these reasons, TYO Staff are authorised to provide limited personal information about a participant to TYO personnel for bona fide purposes.

RESPONSIBILITIES

- 2.1 All TYO Staff and Directors are responsible for respecting the confidentiality of personal information, and for responding to requests from the data subject to inspect/correct their personal information.
- 2.2 TYO Directors are responsible for regular review of this Data Protection Policy, for ensuring that suitable data protection notice appear on all forms that collect personal information, and for ensuring that all staff and Directors are familiar with this Data Protection Policy.
- 2.3 The General Manager is responsible for ensuring that suitable data protection notices appear on all forms collecting personal data, for ensuring suitable levels of protection against unauthorised disclosure or corruption of personal information are in place on the computer system, and for ensuring that regular backup of the data takes place.
- 2.4 The General Manager is responsible for ensuring that images of players are not used for publicity purposes without their consent.