



ABN: 82 598 967 065

## **PRIVACY STATEMENT**

Australasian Gymnastics & Dance Academy (AGDA) is a registered gymnsport and dance Academy business operating in Burpengary Queensland. Information can be obtained from our web site:- [www.agymda.com.au](http://www.agymda.com.au).

AGDA is acknowledges and is committed to protecting your privacy. We will collect, use and disclose and hold personal information in accordance with the *Privacy Act 1988* ("the Act")

### **You will be informed when:**

- Information is collected about you; and
- What information is collected, and held and why the information is collected, and
- How that information is utilized by the Academy, or types of organizations that the information would usually be disclosed to: and
- The consequences, if any, of your failure to disclose such information, and
- That you can access such information and how you can access such information; and
- How you can update or correct such information if it is inaccurate.

### **Collection of personal data**

AGDA collects only that information that is necessary to assist us to perform our functions and activities as a gymnsport and dance Academy. Every effort is made to ensure that the information is collected in a lawful and unobtrusive manner. You may provide the Academy with personal information about yourself or others each time you make contact with a staff member. Such information is needed to provide you with our services and will be used and managed as follows:-

- **AGDA's Privacy Policy..** Due to the importance of your privacy, A.G.D.A's privacy policy will be reviewed and monitored regularly. A copy is available upon request to the Manager.



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- Disclosure of personal information and marketing. AGDA will use and disclose your personal information for the primary purposes of our business as a gym sport and dance academy, or a purpose related to our primary purpose such as marketing, where you have provided your consent to such disclosure or such disclosure is permitted by the Act. Such information is utilized to market to you products and services offered by AGDA unless you have indicated a preference to not obtain such marketing offers or material.
- There may be occasions whereby AGDA may utilize the services of contractors for the purposes of marketing and undertaking services as promoted by AGDA. Your personal information will be provided to these businesses for the purpose of ensuring that our services are marketed to you or to enable a service to be provided to you. We will not otherwise provide your personal information to a third party without your approval.
- Accuracy of personal information held:- AGDA will make every effort to ensure that the personal information held is accurate, up to date and complete. It is the responsibility of the information provider to ensure that the correct information is provided and to notify of any relevant changes.
- *A.G.D.As' Privacy Complaint Process:* If you have a concern with the way AGDA has handled your personal information, immediately request a privacy complain form. Upon completion of the form, return it to the Manager who will promptly investigate your complaint. If it is found that AGDA has not handled your personal information in an appropriate manner every effort will be made to remedy your concerns promptly.

More information regarding the individual's Privacy Rights can be obtained from the website of the Australian Privacy Commissioner :- [www.privacy.gov.au](http://www.privacy.gov.au) or by telephoning 1300 363 992.