



Privacy Policy

Your privacy is important to us

Macquarie Conservatorium is bound by and adheres to the National Privacy Principles contained in the Commonwealth Privacy Act and as such this statement outlines how we use and manage personal information provided to or collected by us. This Privacy Policy will from time to time be reviewed and updated to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to our changing environment.

What kind of personal information do we collect and how do we collect it?

The type of information we collect and hold includes (but is not limited to) personal information, including sensitive information about:

- Students and their parents and/or guardians before, during and after the course of a student's enrolment
- Audience members and event attendees
- Job applicants, staff members, volunteers and contractors
- Other people who come into contact with us

Personal information you provide

We will generally collect personal information about an individual by way of forms filled out online or on a hard copy, in person over the counter or by telephone.

Personal information provided by other people

In some circumstances we may be provided with personal information about an individual from a third party, for example a reference from another school or tutor.

Exception in relation to employee records

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to our treatment of an employee record, where the treatment is directly related to a current or former employment relationship between us and an employee.

How will we use the personal information you provide?

We will use personal information we collect from you for the primary purpose of enrolling a student in a program, and for such other secondary purposes that are related to the primary purpose and reasonably expected, or to which you have consented, such as to communicate with the student/parent regarding fees, activities, cancellations or other important information.

Students and parents

In relation to personal information of students and parents, our primary purpose of collection is to enable the music education of the student. This includes satisfying both the needs of the student and the parents throughout the whole period the student is enrolled with us.

The purposes for which we use personal information of students and parents include:

- To keep students and parents informed about matters related to the student's music education, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after the student's educational, social and medical well-being and safety;
- Seeking donations and marketing;
- To satisfy our legal obligations and allow us to discharge our duty of care;
- For reporting statistics to the Department of Education (personal names are not included but we will divulge details such as ethnicity, age, and Aboriginality for this purpose);
- If required, student or parent information may be sent to an external debt collection agency for the recovery of fees.

In some cases where we request personal information about a student or parent, if the information requested is not obtained, we may not be able to enrol or continue the enrolment of the student.

Audience members and event attendees

We collect personal information and contact details from people purchasing tickets to concerts and/or registering to attend and participate in workshops and other events.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, our primary purpose of collection is to assess and engage a suitable applicant, staff member or contractor. The purposes for which we use the personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- For reporting to the NSW Department of Education;
- To satisfy our legal obligations, for example, in relation to child protection legislation.

Volunteers

We also obtain personal information about volunteers who assist in its functions or conduct associated activities such as building maintenance, office administration, marketing activities, to enable us and the volunteers to work together.

Marketing and fundraising

We treat marketing and seeking donations for our future growth and development as an important part of ensuring that the Conservatorium continues to be a quality learning environment in which both students and staff thrive. Students, parents, audience members, staff, contractors and other members of the wider Conservatorium community may from time to time receive fundraising information. Our publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might we disclose personal information to?

We may disclose personal information, including sensitive information, held about an individual to:

- A school;
- Government departments;
- Medical practitioners;
- People providing services to us, including for example, specialist visiting teachers;
- Recipients of our publications, like newsletters and magazines;
- Outside debt collection for non-payment of fees;
- Parents; and
- Anyone you authorise us to disclose information to.

How do we treat sensitive information?

In referring to 'sensitive information', we mean: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Our staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

We have in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage or paper records and pass-worded access rights to computerised records.

Updating personal information

We are required to ensure that the personal information records we hold are accurate, complete and up-to-date, particularly in terms of the ATO, superannuation and in times of emergency. A staff member must update their personal information held by us by contacting the administration and completing an Information Form.

The National Privacy Principles require us not to store personal information longer than necessary.

You have the right to check what personal information we hold about you.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which we hold about them and to advise us of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves. To make a request to access any information we hold about you or your child, please contact the office in writing.

We may require you to verify your identity and specify what information you require. We may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, we will advise the likely cost in advance.

Consent and rights of access to the personal information of youth students

We respect every parent's right to make decisions concerning their child's education. Generally, we will refer any requests for consent and notices in relation to the personal information of the youth student to the student's parents. We will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student. Parents may seek access to personal information held by us about them or their child by contacting the office. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of our duty of care to the student. We may, at our discretion, on the request of a student grant that student access to information held by us about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Macquarie Conservatorium Website

Our website is hosted by Squarespace. Squarespace collects personal data when you visit our website, including:

- Information about your browser, network and device
- Web pages you visited prior to coming to our website
- Web pages you view while on our website
- Your IP address

Squarespace needs the data to run our website, and to protect and improve its platform and services. Squarespace analyses the data in a depersonalised form.

Analytics

Our website collects personal data to power our site analytics, including:

- Information about your browser, network, and device
- Web pages you visited prior to coming to this website
- Your IP address

This information may also include details about your use of this website, including:

- Clicks
- Internal links
- Pages visited
- Scrolling
- Searches
- Timestamps

We share this information with Squarespace, our website analytics provider, to learn about site traffic and activity.

Cookies

Our website uses cookies and similar technologies, which are small files or pieces of text that download to a device when a visitor accesses a website or app. For information about viewing the cookies dropped on your device, visit [The cookies Squarespace uses](#).

- [These functional and required cookies are always used](#), which allow Squarespace, our hosting platform, to securely serve our website to you.

- [These analytics and performance cookies](#) are used on our website, as described below, only when you acknowledge our cookie banner. Our website uses analytics and performance cookies to view site traffic, activity, and other data.

Form submissions

When you submit information to this website via webform, we collect the data requested in the webform in order to track and respond to your submissions.

Security

The security of your information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your submitted information, we cannot guarantee its absolute security.

Fonts

Our website uses font files from Google Fonts and Adobe Fonts. To properly display our site to you, servers where the font files are stored may receive personal information about you, including:

- Information about your browser, network, or device
- Your IP address

Links to other sites

Our site may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

International Transfer

Your information, including Personal Information, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Australia and choose to provide information to us, please note that we transfer the information, including Personal Information, to Australia and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Standard Collection Notice

In respect of collecting information of a personal or sensitive nature the following Standard Collection Notice shall apply:

- Macquarie Conservatorium collects personal information including sensitive information about students and parents or guardians before and during the course of a student's enrolment with us. The primary purpose of collecting this information is to enable us to provide musical education for the student. This includes satisfying the needs of the student and the needs of parents and guardians throughout the whole period the student is enrolled.
- Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.

- Macquarie Conservatorium, from time to time has to disclose certain personal information and sensitive information to others. This includes government departments, medical practitioners, publications and people providing services to us, including specialist visiting teachers.
- If we do not obtain the information referred to above we may not be able to continue the enrolment of the student.
- Students and parents may seek access to personal information collected about them by contacting us. However, there will be occasions when access is denied. Such occasions would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of our duty of care to the student.
- If you provide us with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

Enquiries

If you would like further information about the way we manage the personal information we hold, please contact the office on info@macqcon.org.au

Approved by Macquarie Conservatorium Board: 29 March 2022