



Privacy Policy

Introduction:

This policy explains how Hayden Enterprises Pty Ltd ACN 000 719 899 of 1st floor, 380 Military Road, Cremorne, NSW, 2090 (**we, our or us**) manages your personal information, including in connection with administering the MIKE WALSH FELLOWSHIP, (MWF). We are bound by the Federal *Privacy Act 1988 (Privacy Act)*. The Privacy Act requires us to comply with the Australian Privacy Principles which regulate the collection, use, storage and disclosure of personal information, and access to and correction of that information.

This policy will be reviewed and updated by us from time to time as required. The most up-to-date version will be the one posted on our website.

This Policy does not apply to how we handle personal information about our employees.

Your personal information

Personal information is information or an opinion, in any form and whether true or not, about an identified individual or an individual who is reasonably identifiable. Special rules apply for collecting personal information which is sensitive information. This includes health information and information about a person's race, ethnic origin, political opinions, membership of political, professional or trade associations, religious or philosophical beliefs, sexual orientation or practices and criminal history.

The types of personal information we collect about you will depend on your relationship with us.

If you apply for an MWF, the personal information we collect will include information for the purposes of assessing an application submission for a MWF; other information relevant to a MWF application as determined by us; it may also include whatever other information you choose to supply to us in connection with your application. Regardless of whether or not your application is successful, we may retain this information for the purposes set out in this policy.

If you attend one of our venues, we may capture your image on video surveillance cameras, film or cameras during your visit.

We do not collect sensitive information about anyone except as outlined in "How we deal with your personal information in relation to an application for a Mike Walsh Fellowship".

How We Collect Your Personal Information

We collect personal information in a number of ways, including:

- when you request information from us;
- when you make a submission for a MWF;



- from referees supplied by you in the course of assessing applications for a MWF;
- from publicly available sources of information;
- if we are required or authorised to collect the information under Australian law or the order of a court or tribunal and we have notified you of the relevant Australian law or order;
- in the event of a claim or complaint or where one is reasonably anticipated from the circumstances and it is reasonable to collect personal information to fairly and efficiently handle the claim or complaint; and
- when you have otherwise provided information to us

If we receive personal information about you indirectly from publicly available sources or from third parties we will determine as soon as we reasonably can whether or not we were entitled to collect that information as being reasonably necessary for one or more of the functions or activities set out in 'How we use your personal information'. If that information was received but is not reasonably necessary for one or more of those purposes, we will destroy or ensure that information is de-identified – but only if it is lawful and reasonable to do so.

Purpose of Collecting Your Personal Information

We may use your personal information to:

- verify information in an application submission for a MWF;
- communicate with you and referees when processing an application submission for a MWF
- gain an understanding of your performing arts and arts-related interests to enable us to research and develop the MWF for improvement;
- as set out below under the headings “Marketing by Mike Walsh Fellowship”;
- resolve any claim or complaint; or
- enabling us to protect your health and safety or the protection of the health and safety of others

If some or all of your personal information is not collected, we may not be able to provide you as quickly or as efficiently with the services you are seeking from us, nor will we be able to cross check to ensure that we are accurate and do not duplicate services we provide to you.

How we hold your personal information

We keep any personal information either in originally submitted printed form or in printed copies of original submitted material. In the event that you are awarded a MWF, we may scan and store some of your information like your award details, your submitted photo, your name and your contact information on secure servers, located within the Commonwealth of Australia, which are password protected and encrypted.

Without limiting the above, to the extent required by the Privacy Act, we will take reasonable steps to:

- make sure that the personal information that we collect, use and disclose is accurate, complete, and up to date;
- protect the personal information that we hold from misuse, interference, and loss and from unauthorised access, modification or disclosure; and
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act.



When we disclose your personal information

From time to time, we may need to disclose your personal information to other organisations. Those organisations carry out our:

- reference checking;
- information technology services;

In addition, we may disclose your personal information:

- as permitted or required by law; and

In general, we do not transfer personal information to recipients located outside of Australia. In the unlikely event that we do transfer personal information to an overseas recipient, we will take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to the disclosed personal information.

Marketing by Mike Walsh Fellowship

When you provide us with your personal information in the process of applying for a MWF, we may ask you whether you wish to receive updated information relating to us and the MWF that we think may be of interest to you.

If you later decide that you do not wish to receive MWF updates from us, please let us know by updating your details by email, or by contacting us at the address set out below under the heading “How to contact us”

Your rights under the *Do Not Call Register Act 2006* and the *Spam Act 2003* or any other prescribed Commonwealth Act are not affected by this policy.

If you are awarded a MWF, we may publish this on the MWF website along with your name, your photo and category of award.

How we deal with your personal information in relation to Mike Walsh Fellowship applications

If you apply for a MWF, you may be required to provide us with certain personal information that is reasonable for assessing an application. This may include your name, your address, your contact phone number, your email address, your date of birth, your photo, your employment, educational and industry background, your qualifications and registrations.

We will hold, use and disclose that information solely for the purpose of considering your MWF application. In particular, in considering your application, it may be necessary for us to disclose some of that information to third parties to verify the accuracy of that information. In such circumstances, we will disclose only such information as is necessary in the circumstances.

In considering your application, we may also collect personal information about you from any third parties that you nominate as your referees in your application.

If your application is successful, we may retain select personal information about you, such as your name, your contact details, your photo and details of the award.

Website

When you use our website, we can identify your web browser but we do not identify you. We may use web browser data for website optimisation purposes.



We use “cookies” on our website. A cookie is a text file placed on your computer, to either improve the functionality of the website or help us analyse how users use our website. We do not link back to your identity from the information generated by the cookie about your use of the website (including your device’s IP-address). If you do not wish us to use cookies, you can configure the browser settings of your computer or your devices for that purpose.

How you can help us to ensure the accuracy of the personal information we hold

We take all reasonable precautions to ensure that the personal information we collect, use or disclose is accurate, up-to-date complete and relevant.

However, the accuracy of that personal information depends to a large extent on the information you provide to us. To help ensure the accuracy of the personal information we hold about you, we ask that you:

- let us know if you become aware of any errors in the personal information we hold about you; and
- inform us of changes to your personal information, such as changes to your name or contact details

How you can access your personal information

You have a right to access personal information that we hold about you, to review or for correction purposes. This is subject to some exceptions allowed by law.

Notifiable data breaches

If there is a loss, or unauthorised access or disclosure of your personal information that is likely to result in serious harm to you, we will investigate and notify you and the Australian Information Commissioner as soon as practicable, in accordance with the Privacy Act.

Complaints

Please contact our Privacy Officer using the contact information below if you have any questions or complaints about the personal information that we hold about you or the way we handle that personal information. We will acknowledge your question or complaint as soon as possible and will seek to address any question or complaint within 14 days after that.

How to contact us

If you have any questions in relation to privacy matters, please contact our Privacy Officer via email; privacy@hayden-group.com.au. Alternatively, you can write to our Privacy Officer:

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