

APACA Privacy Statement

1.0 Introduction

A key objective of the Australian Performing Arts Centres Association is to enable the discussion of ideas and sharing of information. APACA strives to provide online and other resources in a safe, secure manner that respects your privacy.

This privacy statement addresses the collection, use and copyright of information that you provide to the association when you register to become a member and through other means.

APACA will never rent or sell any of the personally-identifiable information we collect from you to third parties, and will not share your personally identifiable information with third parties without your consent, unless such sharing is necessary for the purposes set forth below or is deemed advantageous to member interests by the Association's Executive [see point 3.0].

2.0 Collection and Use of Information

When you become a member of the association and use the association's website we may collect some or all of the following information:

- Contact details regarding personnel at your organisation
- The name of your domain; for example, "domain.com" if you use a private internet access account
- An IP address; a number automatically assigned to your computer when you are using the Internet
- The type of browser and operating system used to access our site
- The Internet address of the website from which you linked directly to our site, and
- The pages you visit within our website.

Some of this information is collected for statistical analysis using third party or proprietary software programs to create summary statistics. The statistics are used for the purpose of determining what information is of most and least interest to all visitors and identifying system performance or problem areas in order to better plan future website enhancements. E-mail or other information requests sent to the APACA website may be maintained or forwarded to another agency or entity for appropriate action. This information is not collected for commercial marketing purposes.

Other information is collected for use in the APACA Membership Directory [see item 3 below].

If, during your visit to the APACA website, you voluntarily provide personally identifiable information, we may collect such information. Examples of personally identifiable information may include:

- Your name, address, or phone number
- An e-mail address if you are communicating to us through e-mail
- Information you voluntarily submit to the APACA web site for the purposes of completing or submitting an application or form online
- Other information volunteered, such as contact information, survey information or content of e-mail

APACA uses the information you provide to:

- Deliver to you and bill you for APACA products and services,
- Communicate with you concerning your account and customer service issues. [This may include verifying authorization of credit card usage before any purchase].
- Ask you to participate in surveys about products, services, news and events;
- Offer you products and services for you to purchase;
- Provide you with news, updates and targeted advertising (e.g. performance information, employment and contract opportunities etc)

In general, please note the information collected, whether or not personally identifiable, is not limited to text characters and may include audio, video and other graphic formats you send us. Information is retained and used in accordance with existing laws, rules, regulations, and other policies.

In some cases, access to certain information/services provided by third parties, may require the provision of personal information to a third party. This is stated during the registration for membership process and is agreed to by the member upon the member signing the nomination for membership form. The third party's use of such information is governed by that party's privacy policy, and APACA's use is governed by this privacy statement.

In some instances you may provide personal information to a third party to receive their products or services. The third party's use of such information is governed by that party's privacy policy, and APACA's use is governed by this privacy statement. Please visit the privacy policy of the content partner to make sure you understand how they use the personal information you provide to them.

APACA may provide information without your personally identifiable information (your name, billing information, email address) to a third party.

APACA may disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law; (b) comply with the order of a competent judicial authority in any jurisdiction; (c) comply with legal process served on APACA; (d) protect and defend the rights or property of APACA; or (e) act in urgent circumstances to protect the personal safety of users of APACA products or the public at large.

APACA does not use your personal information for purposes inconsistent with those listed above.

3.0 Protection of Personal Information

APACA is committed to ensuring members and users of the APACA website that their personal information will not be shared, sold, or transferred to any third party without their prior consent, or unless it is required by law.

Information you provide in the APACA Nomination for Membership Form or subsequently through surveys is intended for use in the APACA Directory or to compile the Association's Economic Impact Report.

This information is available for sale to non-members. The distribution of this information to non-members is subject to the approval of the Association's Executive Committee and shall only be approved to non-members that intend to provide a service or opportunity that aims to benefit the membership. This may include but is not limited to industry related events such as seminars, conferences, festivals and performances.

4.0 Cookies

To better serve users, many websites use "cookies" to customize the browsing experience. Cookies are simple text files stored on your computer by your web browser. These files identify you as a unique user and track your movements through the site. This technology allows us to verify your transaction requests and walk you through some of the functions on the website. Cookies created on your computer by using our websites do not contain personally identifiable information and do not compromise your privacy or security.

5.0 Copyright Issues

As a member of APACA you may encounter documents or other information resources contributed or licensed by private individuals, companies, or organizations that may be protected by Australian or foreign copyright laws. Transmission or reproduction of protected items beyond that allowed in the fair use agreement as defined in the copyright laws requires the written permission of the copyright owners.

6.0 Website Linking Policy

The APACA website may contain hypertext links to external websites and pages containing information created and maintained by public and private organizations other than the Association. These hypertext links may be created by APACA if it determines that establishing the external link will be consistent with assisting or furthering the purpose of the Association.

Hypertext links to external websites and pages may be removed or replaced at the sole discretion of APACA at any time without notice.

In the event you discover problems with or have concerns regarding the format, accuracy, timeliness, or completeness of a linked external website, please contact the organization responsible for the linked external website. APACA does not control and is not responsible for any linked external websites, pages, or content.

7.0 Contact Information

APACA welcomes comments regarding this privacy statement. If you have any questions, comments, or concerns about the Association or its website please contact the Executive Officer [info@apaca.com.au].