



PELICAN PRODUCTIONS PRIVACY POLICY

Pelican Productions respects your right to privacy. Therefore, we are committed to managing your information in a respectful way.

Collection

- We collect the personal information that you provide to us only if you have consented or if that information is reasonably necessary for our functions or activities, such as for the purposes of providing services to you, or addressing accounts to you. This information may include your name, addresses, phone numbers and billing information.
- We will only collect information directly from you or your authorised representative, unless it is unreasonable or impracticable to do so.
- We will only collect your information by lawful and fair means.

Use and disclosure of your personal information

- We will only use or disclose your information for the purpose you have provided it for or for other directly related purposes for which you would reasonably expect Pelican Productions to use or disclose the information. This may include sharing your information with casting agents or other arts related businesses with your prior permission.
- You may request not to receive any marketing or promotional information from Pelican Productions at any time by contacting us using the details at the end of this document.
- Pelican Productions respects your right to privacy, however, if you choose not to provide us with information relevant to your health care, we may not be able to provide you with health services, or the services we provide to you may not be appropriate to your requirements. You may also suffer some harm or an adverse outcome if you do not provide such information.

Quality and security of your personal information

- Pelican Productions takes all reasonable steps to ensure that the personal information we collect is accurate, up-to-date and complete. These steps include maintaining and updating your personal information when you advise us of any changes to your personal information.
- Pelican Productions also takes all reasonable steps to ensure your personal information is protected against misuse, interference and loss, and unauthorised access, modification or disclosure.

Access and correction

- Pelican Productions will correct any personal information that is incorrect, out-of-date or incomplete.
- You may request to access or correct your personal information by contacting our Privacy Officer using the contact details below.
- We will allow you to access or correct your information unless there is a sound reason under the Privacy Act or other relevant law not to do so, such as where giving access to the information would pose a serious threat to the life, health or safety of an individual or to public health or safety.
- When you request to access or correct your personal information, we will respond to your request within a reasonable time (usually within 30 days). If we refuse your request for access or correction, we will provide you with written reasons for the refusal, and how you may complain about the decision.

Complaints

- If you believe that there has been a breach of your privacy and would like to make a complaint, then you may contact our Privacy Officer using the contact details below, who will respond to you within a reasonable time (usually within 30 days). If you do not wish to make a complaint directly to Pelican Productions, then you may contact the Office of the Australian Information Commissioner.

See: <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>

Contact details and additional information

- If you require access to,, wish to make a complaint, wish to be removed from mailing lists, wish to stop receiving marketing or promotional materials, or need clarification about how we handle your personal information or any other information contained in this document, please contact us by phone on:

email: pelicanproductionsmtc@gmail.com