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**Sunshine Coast Conservatory of Dance**

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**General Enquiries**

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**Sunshine Coast Conservatory of Dance** is committed to protecting your privacy and maintains all personal information in accordance with the National Privacy Principles in the Privacy Amendment (Private Sector) Act 2000 which took effect on 21 December 2001.

### ***The Information we collect***

Sunshine Coast Conservatory of Dance only collects the information necessary for us to do business with you. All the information we hold has been either knowingly offered to us by you or can be found on the public record (eg: telephone directories, government and professional websites, ASX etc).

When you visit our website some information is automatically collected relating to your server address, domain name, date and time of visit, pages viewed and information downloaded. We only aggregate this non-personal information and no details are passed on to any external company or 3<sup>rd</sup> party. The collection of this information allows us to serve you better by building a better website.

### ***Access to secure areas of our website***

Clients are able to access many useful services through secure areas of our website and many more are being planned. We keep your password and user name details confidential to ensure that your privacy rights are protected.

We do not sell or market your details to any third party.

### ***Data access and accuracy***

Sunshine Coast Conservatory of Dance takes all reasonable steps to ensure the accuracy of your information. If you have questions about the accuracy of your details, our usage of them or any other privacy query, please contact us using the details below:

#### **Privacy Officer at:**

Sunshine Coast Conservatory of Dance Pty Ltd  
8/2-4 Melaleuca Street  
Kuluin QLD 4558

PO Box 355  
Buderim QLD 4556

admin@sccod.com.au

### ***Security***

Sunshine Coast Conservatory of Dance takes reasonable steps to ensure the security of your information. We have differing levels of access for staff depending on the nature of the information stored. All soft and hard copies of data are kept in secure locations and our staff are trained in the proper use and protection of data.

### ***Openness***

In addition to this document, all Sunshine Coast Conservatory of Dance staff have been made aware of the principles related to the Sunshine Coast Conservatory of Dance Privacy Policy.

### ***Disposal***

Information or data which is no longer needed is either deleted or permanently de-identified if electronic or shredded if in paper form.

### ***Variations to this policy***

The information contained here is current at the time of publication and is therefore subject to revision based on any legislation or regulations subsequently issued. Any subsequent revisions will be posted on our website.

Should you have any questions or complaints about privacy issues please write to the

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