

The Australian Children's Choir

Privacy Policy

9 May 2026



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Policy at a glance

Why	We all play a role in protecting the privacy and confidentiality of an individual's personal data. The Australian Children's Choir Privacy Policy ("Policy") is designed to establish a clear approach for managing personal data in compliance with the Australian <i>Privacy Act 1988</i> and subsequent updates as well as Good Governance Principles of the Australian Charities and Not-for-Profits Commission (ACNC)
What	The policy outlines the principles and high-level roles and responsibilities of ACC Committee, staff and members in collecting, processing, storing and sharing or personal data within the ACC and with third parties.
How	This Policy provides guidance to help ensure we all understand our roles and obligations when dealing with personal data.
Who	This Policy applies to all staff, Committee and parents/guardians associated with the ACC

1. Introduction

The Committee of Management of THE AUSTRALIAN CHILDREN'S CHOIR (ACC) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

This policy:

- is issued by the Committee of Management under its policy-making powers;
- must be read consistently with the Rules; and
- **does not override or replace the Rules.**

If there is any inconsistency between this policy and the Rules, the Rules prevail.

2. Purpose

The purpose of this document is to provide a framework for the ACC in dealing with privacy considerations.

3. Policy

The ACC collects and administers a range of personal information for the purposes of the growth and development of the organisation. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The ACC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect - protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

The ACC is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The ACC will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

3.1 Disclosure of information

The ACC will

- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- Only disclose personal information where required or authorised by law, including to government departments and regulatory bodies. This may include the provision of limited personal information to Workplace Inspectorate Victoria (WIV) or other relevant authorities in connection with compliance obligations, including licensing requirements for ticketed performances involving children.

In such circumstances, the ACC will aim to only disclose the minimum information required to meet its legal obligations. For example, when required for children under 15 years old, this may include the child's name and date of birth, and a parent or guardian's name and address

3.2 Policy Requirements

The ACC's goal is to ensure that all Personal Data is accurate, complete, up to date and limited to what is necessary in relation to the purpose for which it is obtained.

The following key areas govern the ACC's approach to privacy risk management:

3.2.1 Lawfulness, fairness and transparency

Personal data is collected and processed lawfully, fairly and in a transparent manner in relation to the individual.

3.2.2 Purpose limitation

Personal data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatibly with those purposes. Further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes is not considered to be incompatible with the primary purpose of processing of personal data.

The ACC may receive unsolicited personal data from time to time which it has not requested. If the ACC does not proceed with processing the unsolicited personal data, that personal data will be destroyed.

3.2.3 Data minimisation

Personal Data is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. In certain circumstances, the ACC may collect sensitive personal such as health information. IFM will only collect, use, disclose or otherwise process sensitive personal data when consent is provided or as otherwise authorised by law.

3.2.4 Storage limitation

Personal data is kept in a form that permits identification of individuals for no longer than is necessary for the purpose for which that data was collected.

3.2.5 Integrity and confidentiality (security)

Personal data is secured by applying technical and organisational measures. The ACC will take reasonable steps to ensure that the personal data processed and handled by the organisation is protected from misuse and loss, and from unauthorised access, modification or disclosure.

3.2.6 Accountability

The ACC has lines of accountability, including escalation and reporting requirements, to ensure that our privacy risks and obligations are appropriately managed.

4. Responsibilities

The ACC Committee of Management is responsible for developing, adopting and reviewing this policy.

The ACC Committee of Management is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

All staff, choristers and members are responsible for complying with this policy and applicable Privacy laws and regulations and to ensure that the personal information they provide to the ACC from time to time is accurate and up to date

5. Openness

The ACC will:

- Ensure stakeholders are aware of the ACC Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the ACC website.

6. Access and Correction

The ACC will ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

7. Related Policies or Procedures

- The ACC Rules
- The ACC Code of Conduct
- The ACC Child & Vulnerable Persons Safeguarding Policy

8. Approval and Review

This policy is approved by the **Committee of Management** and may be amended from time to time.

It will be reviewed periodically to ensure consistency with the Rules and applicable law.

Approved by the Committee of Management

Date: 9 May 2026