

Privacy policy

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Approved by:	St Martins Board of Directors	Scheduled review date:	30 August 2027

Introduction

At St Martins Youth Arts Centre (**St Martins**) we are committed to protecting your privacy and being open and transparent with our data collection practices.

St Martins Privacy Policy explains how we handle your Personal Information and how to contact us or make a complaint about your privacy.

We may need to update this policy from time to time but if we do, we will post the updated version on this page. The current version of this policy was last updated in August 2025

- (a) **What is Personal Information?** The Privacy Act 1988 (Cth) defines Personal Information as information or an opinion about an identified individual, or an individual who is reasonably identifiable: whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

Anytime we use the term Personal Information in this policy, we are referring to this legal definition of the term.

We collect and administer a range of Personal Information for the purposes of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

Types of Information We Collect

The types of Personal Information we may collect include:

- Your name;
- Your contact details (such as address, phone number and email address);
- Personal Information you provide if you commence a business relationship with us;

- Health information about the access needs of young people who attend our workshops or for those of you who attend our shows;
- Any correspondence between you and us;
- Any personal information you provide when making an inquiry, requesting information, responding to marketing, lodging a complaint, providing feedback, seeking employment with us or corresponding with us.

How Do We Collect Personal Information?

You provide it to us

You might provide us with your Personal Information in circumstances such as when you:

- Enrol your child in one of our workshops;
- Hire one of our venues;
- Purchase a ticket for one of the shows;
- Become an e-News subscriber;
- Request information from us (by phone, email or in person);
- Correspond with us.

We collect it ourselves

We may collect information ourselves, such as:

- When you use our website or via our social media platforms;
- Gaining insights through reviews, reporting and analysis.

We collect it from other sources:

We may collect your Personal Information from other sources, such as:

- Publicly available sources, including the Australian Government agencies, internet searches and social media platforms;
- Any person authorised to act on your behalf or provide your Personal Information to us;
- Credit reporting bodies and other credit providers;
- Anyone sharing information with us for law enforcement purposes.

Our website may contain links to other websites and apps which are owned and operated by other parties. If you access any third-party website or app from our website, Personal Information about you may be collected by that third-party website or app. We are not responsible for information on, or the privacy practices of, such websites or apps.

Storing Personal Information

We endeavour to provide a secure online environment; however, users should note that there are inherent risks associated with transmission of information via the Internet.

We will take reasonable precautions to protect your Personal Information from loss, misuse, unauthorised access, modification and disclosure.

How can you access or correct Personal Information?

You may request access to, and correction of, your Personal Information held by us by contacting us at info@stmartinsyouth.com.au. You will need to verify your identity when requesting access to, or correction of, your Personal Information so that we can ensure your Personal Information is disclosed only to you.

It is important that the information we hold about you is accurate. At any time while we hold your Personal Information, we may prompt you to tell us of any changes. Alternatively, it would be appreciated if you would advise us of any changes to Your Personal Information as and when these changes occur.