

# Privacy Policy

Larissa's Imaginarium Project needs to gather and hold personal information in order to provide its services to you. 'Personal information' is information which can identify you. This Privacy Policy explains how Larissa's Imaginarium Project handles your personal information, and how we comply with our privacy obligations.

The handling of personal information is bound by the National Privacy Principles contained in the Privacy Act 1988. If you provide us with information about your health, we also strive to ensure that our handling of that information complies with applicable State and Territory health records legislation. In the event of a medical emergency this information may be provided to medical staff if required to assist.

## 1. What personal information does Larissa's Imaginarium Project collect and why?

Larissa's Imaginarium Project collects personal information from its class attendees, members and from contractors, employees, and people we do business with.

Larissa's Imaginarium Project needs personal information to conduct our business (eg to administer accounts, charge fees and to communicate with our members and business contacts).

For example, the personal information we collect about our members includes:

- Identification information, including each member's name, address, contact details (including telephone numbers and email address) and date of birth.
- Health information, which is a sensitive form of personal information and so we only collect it as relevant to what service you are using and with your consent so we only collect what we need.
- Financial information, including bank account details and credit card details, as well as information about payment or non-payment of fees.

This information is collected from application and booking forms, emails and when people attend sites where we hold events and communicate with us through our website.

We also collect:

Business contact information from and about our suppliers, venue landlords and other people we do business with (eg caterers etc). This information is needed so that we can manage our business.

- Emergency Contact information, is collected in the case of an emergencies. It's a good idea to alert your next of kin that you have nominated them for this purpose.
- Employee and/or contractor information is also collected for human resources purposes.

## 2. How does Larissa's Imaginarium Project use personal information?

As indicated, we use personal information to provide classes and events, to manage and administer fees for these services and to operate our business.

For example, if you are a member, will use your personal information to process any applications, charge you fees for classes and studio hire and administer your account. We will also use your personal information to communicate with you, including answering any enquires you may have.

Unless you tell us otherwise, we may also use members' personal information to mail out special promotions, newsletters and other marketing material. You may withdraw this permission at any time.

For example, Larissa's Imaginarium Project may mail or email its members information about its own promotions, or those offered by our business partners. If you don't want us to do this, we give you an opportunity to 'opt out' from receiving such material by emailing us at [larissasimaginarium@gmail.com](mailto:larissasimaginarium@gmail.com).

3. Does Larissa's Imaginarium Project share my personal information with anyone else?  
Larissa's Imaginarium Project will disclose your personal information in a few different ways.

We will disclose personal information if we are under a legal requirement to do so (eg under a court order, or if required under legislation), or if an authorised request is made from a law enforcement agency.

Otherwise, we will only disclose personal information with the consent of the relevant individuals. For example, if you are a member, with your consent (and only with your consent) we may provide personal information to Larissa's Imaginarium Project's employees or contractors if they need to contact you regarding changes to your booking or classes. In the event that Larissa's Imaginarium Project contracts teachers, facilitators or class helpers, their contracts with us require them to keep your personal information confidential. Of course, any employees and volunteers are required to keep your personal information confidential also.

4. How can I access my Personal Information?

Privacy laws give you rights to seek access to the personal information we hold about you. You can seek access by emailing [larissasimaginarium@gmail.com](mailto:larissasimaginarium@gmail.com). Generally, we should be able to provide you with access within a month of your request, although we may need more time if your request is complicated. Ordinarily, Larissa's Imaginarium Project will not charge you for the cost of providing access to your personal information. However, if the gathering of this data is time consuming and we do propose to charge you, we will advise you of the relevant charge before we provide you with access.

We try to ensure that all the personal information that we hold about you is accurate, complete and up-to-date. However, we rely on you to help us with this. If you need to update or correct the personal information we hold about you, please e-mail [larissasimaginarium@gmail.com](mailto:larissasimaginarium@gmail.com). Also we will contact you if there is any issue about amending the record of personal information we hold about you.

5. Is my Personal Information kept secure?

Larissa's Imaginarium Project takes all reasonable steps to ensure that the personal information we hold is stored in a secure environment protected from unauthorised access, modification or disclosure. We remind our staff, contractors and volunteers of the importance of storing personal information in a secure way, and to treat it as confidential information.

6. Website/online privacy

As we also collect personal information through [www.larissasimaginariumproject.com.au](http://www.larissasimaginariumproject.com.au) (our website), this Privacy Policy also outlines our approach to online privacy issues. In that context, it is to be read as forming part of the terms of use for our website.

Generally, Larissa's Imaginarium Project will handle personal information collected online consistently with the way that it handles personal information collected offline. Other matters specific to Larissa's Imaginarium Project's handling of personal information online are set out below.

a) Cookies

When you visit our website, we will not collect any personal information unless you chose to provide it to us (eg by sending us emails through our website). However, we may collect certain data that does not identify you (sometimes called 'web log information') when you visit certain pages, such as the type of browser and operating system you have. We may also use cookies which are small files that are stored on your computer and that manage the security and navigation process of the site. You can choose to block these cookies but some portions of the site may not function correctly if you do. This type of data is collected for statistical purposes only, and while cookies will identify your computer, they are unlikely to identify you personally.

b) Email/SMS marketing

We will not email or SMS you marketing material unless you have consented to this. This is a requirement of the Spam Act 2003. Further, you can unsubscribe from our e-newsletter or other bulletins by using the "unsubscribe" facility contained in each electronic publication we send.

c) Site security policy

Our website uses up-to-date technology to maximise the security of your personal information.

7. Contact details and other information.

If you have any queries or concerns about privacy or this Privacy Policy, you can either provide a written request or complaint to Larissa at the end of any session, or you can contact our her as follows:

- by telephone: 0405 242 513; or

- by email to [larissasimagarium@gmail.com](mailto:larissasimagarium@gmail.com)

This Privacy Policy applies to Larissa's Imaginarium Project, its employees and contractors. Larissa's Imaginarium Project may change its Privacy Policy at any time.

This Privacy Policy was last updated in February 2024.