

PRIVACY POLICY COLLECTION OF INFORMATION

Customers of The Crossing Theatre may deal with The Crossing Theatre on an anonymous basis. However, as a provider of a wide range of services, The Crossing Theatre frequently finds that it is necessary to collect Personal Information during the course of transactions.

Personal Information may be collected about Customers via the following means:

- Competition Entry Forms;
- Application Forms;
- Email;
- Websites;
- Online Transactions;
- Networking Functions (eg: business cards);
- Over the Phone;
- Credit Card Details via Credit Card purchases;
- And Information collected from third parties.

USING AND DISCLOSING PERSONAL INFORMATION

The Crossing Theatre will not use or disclose any information about you without your consent, unless:

- that disclosure is required to give effect to the purposes for which The Crossing Theatre collected the Personal Information
- The Crossing Theatre is required by law to disclose the Personal Information;
- The Crossing Theatre believes that the disclosure may lessen a risk of harm to the health or safety of any person;
- The Crossing Theatre believes an unlawful activity is being undertaken and the Personal Information is disclosed as part of The Crossing Theatre's investigation into this activity; or
- The disclosure is required for the enforcement of a criminal law or a law imposing a pecuniary penalty or for the protection of public revenue.

In seeking to give you the most worthwhile experience of our website possible, The Crossing Theatre may use your personal information to send you advertisements about products and services which we think you are likely to be interested in. We do not disclose information about you to advertisers.

WITHHOLDING ACCESS TO PERSONAL INFORMATION

Access to Personal Information may be withheld in a number of circumstances. These include where:

- providing access would pose a serious and imminent threat to the life or health of a person;
- providing access would have an unreasonable impact on the privacy of others;
- the information is subject to confidentiality where the person who provided the information to The Crossing Theatre did so expressly on the condition that it remains confidential;
- the request is vexatious or frivolous;
- the information relates to current or anticipated legal proceedings between The Crossing Theatre and the person and the information would not be required to be discovered to a court;
- providing access would be unlawful or The Crossing Theatre is required by a law to withhold access; or
- providing access could prejudice the investigation or detection by The Crossing Theatre or by a government body of an unlawful activity or some serious or improper misconduct.

WHEN WE WILL CONTACT YOU

We will not send you any e-mail without first asking you whether you wish to have promotional information sent to you. If you agree, we may contact you at the email or other address which you provide to us in order to:

- Provide you with updated information about our website
- Provide you with other information about our products and services which you may enjoy.

If you are receiving promotional information about The Crossing Theatre and do not wish to receive this information any longer, you may remove your name from our list either by visiting our website and following the instructions on how to withdraw your information from that site (where that facility is available), or e-mailing us at boxoffice@narrabri.nsw.gov.au and asking to be removed from our mailing list. Please allow 7 days for this request to be processed.

UPDATING/ACCESSING YOUR PERSONAL INFORMATION

If at any time you want to know exactly what personal information we hold about you, you are welcome to access your record by contacting The Crossing Theatre via telephone at any time; or e-mailing us at boxoffice@narrabri.nsw.gov.au. Our file of your information will be made available to you within 7 days.

If at any time you wish to change personal information that is inaccurate or out of date, please contact us via telephone or by e-mailing us at boxoffice@narrabri.nsw.gov.au and we will amend this record within 7 days.

COMPETITIONS

Personal information gathered during competitions run by The Crossing Theatre will be governed by the principles set out in this Privacy Policy unless an express statement is made in relation to privacy in the conditions of entry for the competition.

STORAGE AND SECURITY OF PERSONAL INFORMATION

Personal Information may be stored in either hard copy form or on a server or both. Hard copy Personal Information is wherever practical, kept under locked security. Personal Information stored on a server is wherever practical, password protected.

Access to this information is restricted within The Crossing Theatre to employees who have specific authorisation. We also continually endeavour to improve our security safeguards. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure, so we cannot absolutely promise that the information you provide to us will always be totally secure. The Crossing Theatre will not be held responsible for events arising from unauthorised access to your personal information.

Please note also that The Crossing Theatre or its service partners may use overseas facilities to process or back up its information. As a result, we may transfer and store your personal information to our overseas facilities. However, this does not change any of our commitments to safeguard your privacy.

LINKS TO OTHER WEBSITES

The Crossing Theatre provides links to websites outside of The Crossing Theatre service. These linked sites are not under our control, and we are not responsible for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the Terms and Conditions of those websites.

WHO TO CONTACT

If you have any queries with respect to this Privacy Policy please contact The Crossing Theatre, P.O Box 488, Narrabri, New South Wales, 2390 or by email at boxoffice@narrabri.nsw.gov.au.

FUTURE CHANGES

The Crossing Theatre may modify this Privacy Policy and the way it handles Personal Information at any time in its sole discretion.

FURTHER INFORMATION

Further information on privacy can be obtained from the Privacy Commissioner at www.privacy.gov.au