

**Theatre North Inc.**

Version: 1.1

Approved by: Theatre North Inc. Management Committee

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Signed:

## **CONFIDENTIALITY AND PRIVACY POLICY AND PROCEDURE**

### **OBJECTIVE**

To ensure that confidential information owned by Theatre North is protected from misuse and that information stored by Theatre North, which is subject to privacy legislation, is protected and stored in accordance with the requirements of the privacy legislation.

### **SCOPE**

This policy applies to all workers and, as applicable to any other person having access to confidential information owned by Theatre North.

### **DEFINITIONS**

For the purpose of this Confidentiality and Privacy Policy, the following words or phrases take the following definitions:

**Confidential Information:** Confidential information includes commercially sensitive information, which is restricted and includes information which may be provided verbally by other workers and volunteers or which exists in written form and which includes material held electronically.

**Employee:** Any paid employee of Theatre North or employee of the City of Launceston supplied to Theatre North by the City of Launceston.

**Privacy Legislation:** Privacy legislation includes the *Privacy Act 1988*, *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which together create the *New Australian Privacy Principles* (effective from 12 March 2014) each as amended from time to time, and any other legislation that applies to information stored by Theatre North or which may succeed the above mentioned legislation.

**Privacy Statement:** The public privacy statement published by Theatre North and made available on its website and through other mediums, as amended from time to time.

- Theatre North:** Theatre North Inc, trading as Theatre North at the Princess.
- Volunteer:** Any person who agrees to represent or provide assistance or support to Theatre North in any way but who is not paid or employed by Theatre North for that role and includes the members of the Committee of Management and Subcommittees and Working Groups which operate under the Committee of Management from time to time.
- Worker:** Worker includes all employees, contractors, hirers and volunteers.

## **POLICY**

### **1. Confidentiality**

- 1.1. Theatre North will protect the confidential information of the organisation by requiring all employees to sign and adhere to a confidentiality agreement in relation to that information prior to the commencement of their employment at Theatre North.
- 1.2. Theatre North will protect the confidential information of the organisation by requiring volunteers and members of Theatre North and any other worker who is likely to be provided with or have access to any such confidential information to sign and adhere to a confidentiality agreement in relation to that information prior to the commencement of their worker role at Theatre North and prior to the provision of any such information or access to information to those persons.
- 1.3. Failure by employees to adhere to the confidentiality agreement will represent a breach of the Code of Conduct and result in disciplinary action pursuant to the Disciplinary Policy.

### **2. Privacy**

- 2.1. Theatre North will protect the private information provided to us by patrons by adhering to, publishing and making available a privacy statement on its website and through other mediums.
- 2.2. Theatre North will wholly or largely base the privacy statement on the Live Performance Australia Privacy Policy as detailed in the Ticketing Code of Conduct, as amended from time to time.
- 2.3. Theatre North requires all workers to adhere to the privacy statement at all times and failure to do so will represent a breach of the Code of Conduct and result in disciplinary action pursuant to the Disciplinary Policy.

## **PROCEDURE**

### **1. Confidentiality**

- 1.1. Theatre North will maintain a version-controlled confidentiality agreement, which may be updated from time to time.
- 1.2. Theatre North will require all employees to sign and return to Theatre North an employment agreement, which will contain the current version of the confidentiality

agreement, before the commencement of any employment. Any employee who has not signed an employment agreement or who has signed an employment agreement that did not include the current version of confidentiality agreement will be required to sign a current confidentiality agreement.

- 1.3. Theatre North will require all volunteers and members of Theatre North and any other worker who is likely to be provided with or have access to confidential information to sign and adhere to a confidentiality agreement prior to being provided with any such information.
- 1.4. Theatre North will store signed copies of the confidentiality agreement for all past and present employees both electronically and in hard copy.
- 1.5. Theatre North will seek to prosecute any breach of a Confidentiality Agreement at its discretion.

## **2. Privacy**

- 2.1. Theatre North will at all times maintain a privacy statement that is consistent with the privacy legislation.
- 2.2. Theatre North will make the privacy statement available on the Theatre North website and through a number of other mediums so that it is available to any person who requests it.
- 2.3. Information stored by Theatre North under its privacy statement will only be accessible by employees and workers who have signed a current confidentiality agreement and only to the extent required for the operation of the business and within the limits of the privacy legislation.
- 2.4. Theatre North will provide training to employees and workers, as appropriate, regarding the privacy statement and how it applies to information stored by Theatre North. Theatre North will maintain records about which staff members have received training in this regard and on what dates.
- 2.5. Theatre North will seek to prosecute any breach of the privacy statement at its discretion.

## **RELATED POLICIES & PROCEDURES**

Privacy Statement

Disciplinary Policy

Code of Conduct

## **REFERENCES**

Privacy legislation

## **REVIEW**

This policy and procedure will be reviewed no more than five years after the date of approval (version) or more frequently, if dictated by operational demands or legislative changes.

***This document is uncontrolled when printed. For the most up-to-date version of this policy, visit [www.theatrenorth.com.au](http://www.theatrenorth.com.au)***