

Breakneck Records Songwriters Studio

Privacy Policy

Policy Number: PRI-001

Version: 1.0

Policy Owner: Breakneck Records

Applies To: All Breakneck Records personnel, volunteers, contractors and participants

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

Breakneck Records is committed to protecting the privacy of all individuals who engage with Songwriters Studio, including participants, parents and guardians, staff, volunteers, guest artists, contractors, sponsors and supporters.

This Privacy Policy explains how Breakneck Records collects, uses, stores, discloses and protects personal information in connection with Songwriters Studio and associated activities.

Breakneck Records recognises that trust is fundamental to maintaining positive relationships with participants and is committed to handling personal information responsibly, lawfully and transparently.

2. Scope

This Policy applies to personal information collected through:

- workshop registrations;
- participant enrolment forms;
- parent and guardian consent forms;
- volunteer applications;
- facilitator and contractor engagement;
- emergency contact forms;
- medical information forms;
- website enquiries;

- social media interactions;
- email communications;
- event photography and video;
- sponsorship and partnership activities;
- surveys and feedback.

The Policy applies to all directors, employees, facilitators, volunteers, guest artists, contractors and consultants engaged by Breakneck Records.

3. Policy Statement

Breakneck Records will:

- respect the privacy of all individuals;
 - only collect personal information that is reasonably necessary for organisational activities;
 - collect information fairly and lawfully;
 - protect personal information from misuse, loss or unauthorised access;
 - use information only for legitimate organisational purposes;
 - obtain consent where required;
 - provide individuals with access to their personal information where appropriate;
 - comply with applicable Australian privacy legislation.
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4. Types of Information Collected

Depending on the activity, Breakneck Records may collect:

Personal Information

Including:

- name;
- residential address;
- postal address;
- telephone number;
- email address;
- date of birth;
- emergency contact details;

- parent or guardian details;
 - school or educational institution (where relevant).
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Health Information

Where reasonably necessary, we may collect:

- allergies;
- dietary requirements;
- medical conditions relevant to participation;
- medication requirements;
- accessibility requirements;
- emergency medical information.

Health information is treated as sensitive information and receives additional protection.

Volunteer and Staff Information

Including:

- qualifications;
 - Working With Children Check details where required;
 - training records;
 - emergency contacts;
 - role information.
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Images and Audio-Visual Material

With appropriate consent, Breakneck Records may collect:

- photographs;
- video recordings;
- audio recordings;
- live performance recordings.

These may be used for promotional, educational or archival purposes in accordance with consent provided.

5. How Information is Collected

Information may be collected through:

- online registration forms;
- paper registration forms;
- consent forms;
- emails;
- telephone conversations;
- websites;
- social media;
- interviews;
- surveys;
- event registrations;
- direct communication with participants or parents.

Where practicable, information will be collected directly from the individual or their parent or guardian.

6. Why We Collect Information

Personal information is collected to:

- administer Songwriters Studio;
- communicate with participants and families;
- manage workshop registrations;
- ensure participant safety;
- respond to emergencies;
- meet child safety obligations;
- manage volunteers;
- coordinate performances;
- comply with legal obligations;
- improve our programs;
- evaluate funding outcomes;
- promote future events where consent has been provided.

Breakneck Records will only use personal information for the purposes for which it was collected or for another lawful purpose.

7. Photography, Video and Recordings

Breakneck Records celebrates the achievements of participants through photography and media while respecting individual privacy.

Photographs or recordings of participants will only be used where appropriate consent has been obtained.

Images may be used:

- on the Breakneck Records website;
- social media;
- promotional material;
- grant reporting;
- newsletters;
- media releases;
- educational publications.

Participants or parents may withdraw consent for future use of images by notifying Breakneck Records in writing. Withdrawal cannot generally apply retrospectively to material already published.

8. Disclosure of Personal Information

Breakneck Records will not sell personal information.

Information may be disclosed only where reasonably necessary, including to:

- emergency services;
- medical personnel;
- child protection authorities;
- Police;
- government agencies where legally required;
- insurers;
- professional advisers;
- funding bodies where de-identified information is sufficient, or where identifiable information is required and lawful.

Personal information will not otherwise be disclosed without consent unless authorised or required by law.

9. Storage and Security

Breakneck Records will take reasonable steps to protect personal information by:

- storing paper records securely;
- limiting access to authorised personnel;
- protecting electronic files with passwords or other appropriate security measures;
- maintaining secure backups where appropriate;
- securely disposing of information no longer required.

Only personnel who require access to perform their duties will have access to personal information.

10. Access and Correction

Individuals may request access to their personal information held by Breakneck Records.

Requests should be made in writing to the Event Coordinator or Director.

Where information is inaccurate, incomplete or outdated, Breakneck Records will take reasonable steps to correct it.

Access may be refused where permitted by law, such as where providing access would unreasonably affect the privacy of another individual or prejudice a legal investigation.

11. Confidentiality

All personnel must:

- treat personal information confidentially;
- only access information necessary for their role;
- avoid discussing participant information in public areas;
- immediately report any privacy breach.

Confidential information obtained through Songwriters Studio must not be used for personal purposes.

12. Child Privacy

Breakneck Records recognises the additional responsibilities associated with collecting information about children.

Personal information relating to children will generally be collected from parents or guardians unless it is reasonable and appropriate to collect directly from the child.

Special care will be taken to protect:

- medical information;
- educational information;
- emergency contacts;
- images;
- child safety records.

13. Website and Digital Communications

Our website or digital platforms may collect limited technical information such as:

- browser type;
- device information;
- website usage statistics;
- cookies where applicable.

This information is used to improve website performance and user experience and is not generally used to identify individuals.

14. Privacy Breaches

Any suspected privacy breach must be reported immediately to the Event Coordinator.

Where appropriate, Breakneck Records will:

- investigate the breach;
- take immediate action to minimise harm;
- notify affected individuals where required;
- review procedures to prevent recurrence.

15. Complaints

Anyone who believes their privacy has been breached may submit a complaint to Breakneck Records.

Complaints should include:

- contact details;
- description of the concern;
- relevant dates;
- supporting information.

Complaints will be handled promptly, respectfully and confidentially.

Where an individual is dissatisfied with the outcome, they may seek advice from the Office of the Australian Information Commissioner or another appropriate authority.

16. Related Policies

This Policy should be read together with:

- Child Safety and Wellbeing Policy
 - Work Health and Safety Policy
 - Code of Conduct
 - Photography and Media Consent Procedure
 - Volunteer Policy
 - Incident Reporting Procedure
 - Emergency Management Plan
 - Record Management Procedure
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17. Legislative References

This Policy is informed by:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

- Notifiable Data Breaches Scheme (where applicable)
 - National Principles for Child Safe Organisations
 - State and Territory child protection legislation relevant to the jurisdiction of the event
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18. Review

This Policy will be reviewed:

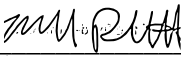
- at least annually;
- following legislative changes;
- after any significant privacy breach;
- following changes to organisational practices;
- whenever improvements are identified through audits or participant feedback.

The Directors of Breakneck Records are responsible for approving revisions and ensuring all personnel are informed of updates.

Policy Approval

Approved by: __Michael Pollitt_____

Position: Director, Breakneck Records

Signature: _____

Date: ____1 July 2026_____