



Privacy Policy

1. Purpose

The purpose of this Privacy Policy is to outline how the Albury Wodonga Symphony Orchestra (AWSO) collects, uses, stores, and protects personal information in accordance with Australian privacy laws. AWSO is committed to safeguarding the privacy of its members, volunteers, artists, supporters, and all individuals involved in its activities.

2. Scope

This policy applies to all AWSO members, committee members, appointed roles, volunteers, guest artists, and any individual whose personal information is collected during AWSO activities, including rehearsals, performances, and events.

3. Glossary

To assist in understanding this policy, the following terms are defined:

- **Appointed Roles:** Individuals holding specific positions such as Orchestra Manager and Artistic Director
- **AWSO:** Albury Wodonga Symphony Orchestra
- **Committee:** Refers to the AWSO Committee

- **Participants:** Members, volunteers, guest artists, and audience involved in AWSO activities.
- **Personal Information:** Any data that identifies an individual (e.g., name, contact details)
- **WWCC:** Working With Children Check, required for roles involving children

4. Collection of Personal Information

We collect personal information that is necessary for AWSO activities, including:

- Contact details (name, phone number, email, address)
- Emergency contact information
- Medical details (if relevant for participant safety)
- Working With Children Check (WWCC) details (for roles requiring it).

5. Use of Personal Information

AWSO uses personal information to:

- Manage participation in rehearsals, concerts, and events
- Ensure the safety and wellbeing of members, especially children
- Communicate updates, events, and news
- Meet legal and regulatory requirements.

6. Storage and Security

Personal information is stored securely and only accessible to authorised AWSO committee members. We take reasonable steps to protect your data from misuse, loss, or unauthorised access.

7. Sharing of Information

AWSO will not share personal information with third parties without consent, except when required by law or for safety reasons (e.g., emergency services).

8. Access and Correction

You can request access to your personal information or request corrections by contacting AWSO at alburywodongasympphonyorchestra@gmail.com.

9. Complaints

If you have concerns about how AWSO handles your personal information, please contact us directly to discuss:

- **Current MPO:** Graeme Stewart and Tara Chambers, elected on 24/02/2025
- **In-Person:** Speak directly with the MPO during AWSO events
- **Email:** alburywodongasympphonyorchestra@gmail.com

10. Review

This policy was approved by the AWSO Committee on 24 February 2024 and will be reviewed annually or following any significant incidents.