

LEV VLASSENKO PIANO COMPETITION

PRIVACY PLAN

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1. Introduction

The Lev Vlassenko Piano Competition Ltd (ABN 59 083 982 094) (the Competition) respects and is committed to protecting your privacy and personal information in accordance with the Australian Privacy Principles ('APP') set out in the *Privacy Act 1988* (Cth).

References to The Lev Vlassenko Piano Competition and 'the Competition' in this Privacy Plan include both The Lev Vlassenko Piano Competition and The Young Lev Vlassenko Piano Competition.

This Privacy Plan sets out how we manage your personal information, including how we collect, use, hold, disclose and dispose of it.

2. Implied Consent

By engaging and interacting with us in the ways described in this privacy plan, you agree to the terms set out below and implicitly consent to us using and managing your personal information, images, videos, or other digital media in the ways described.

3. Personal Information About Children

We assume that children do not have the capacity to consent to the collection of their personal information. In circumstances where we require personal information about a child, the personal information must be provided by the child's parent or guardian.

By providing personal information about your child to us, the parent or guardian implicitly agrees to the terms of this plan and consent to us using and managing their child's personal information, images, videos, or other digital media in the ways described.

We do not collect personal information about children, other than those who are entrants in the Competition itself and for the purpose of identifying the child, knowing their biographical details and other facts relevant to their participation in auditions, recital rounds and the Final.

4. Collection of Personal Information

In carrying out its functions, we may collect and hold personal information. Lev Vlassenko only collects information that is provided by you, including when submitting competition applications, enquiries and correspondence, donations or during competition activities. This information may be collected by email, over the phone, in writing, online or in person.

For the purpose of this privacy plan, competition activities includes any activity that is part of or related to the Competition and includes activities before, during or after the Competition which is held biennially. Activities include performances, interviews and recordings or photographs taken by or on our behalf.

5. Types of Personal Information Collected

We collect information from people and organisations associated with or involved in the Lev Vlassenko Piano Competition. This includes, mainly, contact information and address details necessary to communicate with persons who have expressed interest in the Competition, and those who enter it for the purpose of competing.

The types of personal information that we may collect about you includes:

- **Contact and identification information**, such as name and contact details (including address, email address, telephone number(s)), date of birth, sex, passport and driver's licence details, images, videos or other digital media, and emergency contact details.
- **Personal records**, including educational records, citizenship and residency records.
- **Employee records**, including Working With Children Checks ('WWCCs') and policy acknowledgements.

6. Use of Personal Information

Lev Vlassenko collects, holds, uses, and discloses your personal information only as reasonably necessary to carry out our functions and activities. We may collect, hold, use and disclose your personal information for the purposes including (without limitation):

- To verify your identity;
- To contact you regarding event details or changes;
- To respond to requests or enquiries made by you;
- To check the eligibility of an entrant for our competition;
- To issue prizes;
- To publish details, images and videos of entrants, finalists, and placegetters;
- To maintain accurate and up-to-date employment records and contact details; and
- To investigate any complaints made by or against you.

7. Images, Videos & Other Digital Media

Images, videos and other digital media are considered personal information and we manage them in accordance with this Privacy Plan.

8. Disclosure of Personal Information

We may, at our discretion, disclose your personal information for reasons including (without limitation):

- To third parties that deliver essential services, where your details are necessary for them to complete their scope of works and for us to administer the Competition; and
- To enable third party named partners, licensees, sponsors, suppliers, and broadcasters who have a relationship with us to carry out their roles within the Competition.

Lev Vlassenko will not otherwise disclose personal information without your permission, unless the disclosure is:

- In accordance with this Privacy Plan or any agreement with you; or
- Required or authorised by law.

Competition entrants' personal details (including their name and age), images, videos and other digital media may be published, as a condition of participation in the Competition, in accordance with this Privacy Plan.

We will not sell or receive payment for licensing or disclosing your personal information.

9. Storage, Security & Disposal of Personal Information

We will take reasonable steps to ensure that your personal information is stored securely and protected from loss, misuse, unauthorised access, modification, or disclosure.

We will securely store your personal information in physical or electronic form, or both. Where personal information is stored electronically, we will store your personal information in an access controlled electronic database. Where personal information is stored physically, we will store your personal information in a controlled and secure premises.

When your personal information is no longer required and if permitted by law, we will destroy or delete your personal information in a secure manner.

Only authorised personnel will have access to personal information.

10. Changes to the Privacy Plan

We reserve the right to review, update and modify this privacy plan at any time without notifying you. If we update or modify this privacy plan, the changes will be included in this privacy plan with the date of the changes.

11. Accessing & Correcting Personal Information

We will take reasonable steps to ensure that the personal information we hold about you is accurate and up-to-date, complete, relevant, and not misleading.

You are responsible for providing us with accurate and up-to-date personal information. You may contact us to request access to the personal information that we hold about you. You may also request for us to correct any inaccurate personal information we hold about you.

We may also need to verify your identity when you request personal information.

To seek access to, or correction of, your personal information please contact us using the details below.

12. Complaints

Lev Vlassenko is committed to protecting your privacy and welcomes feedback on privacy issues. You may contact us if you believe that we have breached any relevant Australian privacy laws, or you wish to submit a complaint about the way we handle your personal information.

All complaints are reviewed by the board, and we will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time.

To contact us about a privacy complaint please contact us using the details below.

13. Contact

If you wish to contact us, please use the following contact details:

Via our website www.lev-vlassenko.com	By email or phone Jonathan Horton QC Level 11 107 North Quay Tel: (07) 3211 3134 Email: contact@lev-vlassenko.com
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Dated: 31 May 2021