

# Princess Pictures Privacy Policy

In this Privacy Policy, 'us' 'we' or 'our' means Princess Pictures Holdings Pty Ltd (ABN 44 147 554 778) and our related bodies corporate. We are committed to respecting your privacy. Our Privacy Policy sets out how we (as a producer of film, television and other media productions ('Productions')) collect, use, store and disclose your personal information. We are bound by the Australian Privacy Principles contained in the Privacy Act. In some circumstances, we may undertake contractual obligations to observe additional privacy obligations.

By providing personal information to us, you consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time. If we elect to update or revise this Privacy Policy, we will post the date on which that revision takes effect at the end of this policy.

Personal information includes information or an opinion about an individual that is reasonably identifiable. For example, this may include your name, age, gender, postcode and contact details.

## What personal information do we collect?

The following are the main types of personal information collected:

- name;
- address;
- email address;
- telephone number and other contact details;
- age or date of birth;
- gender;
- country of residence;
- physical characteristics and appearance (including photographs);
- any other personal information that may be reasonably required in order to facilitate your dealings with us; or
- publicly available information that is relevant for our business purposes, such as ASIC searches.

You are entitled to remain anonymous or provide us with a pseudonym if you wish. However, if you choose to withhold your personal information, it will not always be practicable to deal with you on this basis.

From time to time, we may collect information that would be sensitive personal information about you where the collection is related to a Production. For example, we may collect information about your religious beliefs, political opinions, racial or ethnic origin, membership of a trade union or professional organisation, medical and/or criminal history.

In the event that we are required to collect sensitive personal information, we will:

- (i) notify you of this at the point of collection;
- (ii) obtain your consent to collect and hold this sensitive personal information; and
- (iii) we will only use this information for the purposes stated.

We request that you do not provide us with any unsolicited sensitive personal information.

## **How do we collect personal information?**

We may collect these types of personal information either directly from you, or from third parties. We may collect this information when:

- you communicate with us in person (face-to-face or over the phone) or in writing (via email, by submitting a project, applying for a position, or completing a release form);
- you share information with us from other social applications, services or websites;
- you participate or perform in one of our Productions;
- contractors supply services to our Productions;
- third parties provide us with such information in connection with one of our Productions, including agents, funding bodies, investors, broadcasters or promotional partners; or
- information is publicly available.

In addition, when you apply for a job or position with us as a contractor or intern we may collect certain information from you, from any agency or artists representative and from your previous employers and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

## **Why do we collect, use and disclose personal information?**

We mainly collect, hold, use and disclose your personal information for the following purposes:

- to consider your application for employment with us or your suitability to participate in or perform a role on one of our Productions;
- in the course of reviewing any project submissions;
- to comply with our legal obligations and our agreements with third parties; and
- for purposes related to our Productions, including financing, producing, promoting, marketing, distributing and reporting; and
- any other business purpose as is deemed reasonably necessary by us.

We may state a more specific purpose at the point we collect your personal information.

## **To whom do we disclose your personal information?**

We may disclose personal information for the purposes described in this Privacy Policy to:

- our employees and related bodies corporate;
- third party suppliers and service providers to whom we contract out specialised functions (including casting agents, pay-roll companies, travel agents and any third party contractors engaged on our Productions);
- our existing or potential agents or business partners (including broadcasters, investors, financiers, insurers and distributors);
- anyone to whom our assets or businesses (or any part of them) are transferred;
- viewing audiences of our Productions;
- specific third parties authorised by you to receive information held by us; and/or

- other persons, including government funding departments and agencies (such as Screen Australia, Film Victoria and Ministry of Arts), regulatory bodies, trade unions and professional organisations (such as Media Entertainment and Arts Alliance) and law enforcement agencies, or as required, authorised or permitted by law.

### **Disclosure of personal information outside Australia**

We may disclose personal information outside of Australia to individuals or organisations, including in the United States, Canada, New Zealand and United Kingdom. In addition, some of our promotional material that may include photographs and other personal information about our artists and audiences may be made available to the public, including on the internet and outside Australia. You acknowledge that by giving consent to the disclosure of your personal information to the overseas recipients, we will not have an obligation under Australian Privacy Law to ensure that overseas recipients handle that personal information in compliance with Australian Privacy Law. However, where practicable in the circumstances we will take reasonable steps to ensure that any overseas recipients of your personal information only use and disclose such information in a manner consistent with this Privacy Policy.

### **Security**

We may hold your personal information in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we have information stored at our office protected by a security system. We also have password protection on our computers and monitor internal staff access to personal information. However, we cannot guarantee the security of your personal information and you should note that there are inherent risks associated with the transmission of information on the Internet.

### **Links**

Our website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.

### **Accessing or correcting your personal information**

You can access the personal information we hold about you by contacting us using the information below. Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

### **Making a complaint**

If you think we have breached the Privacy Act, or you wish to make a complaint about the way we have handled your personal information, you can contact us [admin@princess.net.au](mailto:admin@princess.net.au). Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

## **Contact Us**

For further information about our Privacy Policy or practices, or to access or correct your personal information, or make a complaint, please contact us using the details set out below:

Princess Pictures

157 High Street, Prahran

[admin@princess.net.au](mailto:admin@princess.net.au)

+613 8527 2100

**Effective:** January 2016