



Privacy Policy

Evolve Performing Arts

Evolve Performing Arts is committed to providing quality services to you, and this policy outlines our ongoing obligations regarding how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth). The APPs govern the way we collect, use, disclose, store, secure, and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Australian Information Commissioner at <https://www.oaic.gov.au>.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone numbers, and emergency contact information.

We collect Personal Information in a variety of ways including:

- In person at our studios
- Via phone, email, or other correspondence
- Through our website www.evolveperformingarts.com
- From enrolment forms, applications, and registrations
- From publicly available sources or third parties where necessary

We collect your Personal Information primarily to provide our dance, musical theatre, and acrobatics services to you, manage enrolments, classes, workshops, competitions, and to communicate studio information. We may also use your Personal Information for secondary purposes closely related to the primary purpose, where you would reasonably expect such use, including marketing and promotional communications. You can unsubscribe from marketing communications at any time by contacting us.

When we collect Personal Information, we will, where appropriate and possible, explain why we are collecting it and how we plan to use it.

Sensitive Information

Sensitive information includes information about racial or ethnic origin, religious or philosophical beliefs, health information, or other personal details defined as sensitive under the Privacy Act.

Sensitive information will only be used:

- For the primary purpose for which it was obtained
- For a secondary purpose directly related to the primary purpose
- With your consent; or where required or authorised by law

Collection from Third Parties

Where reasonable and practicable, we will collect your Personal Information directly from you. However, in some circumstances we may receive information from third parties. In such cases, we will take reasonable steps to ensure you are aware of the information collected from them.

Disclosure of Personal Information

Your Personal Information may be disclosed:

- To third parties where you have consented to the disclosure
- Where required or authorised by law
- To service providers who assist in the operation of our studio, events, competitions, workshops, or administrative systems

Security of Personal Information

We store your Personal Information in a manner that reasonably protects it from misuse, loss, and unauthorised access, modification, or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify it. However, most Personal Information will be retained in client files for a minimum of 7 years, in accordance with legal and regulatory requirements.

Access to your Personal Information

You may request access to the Personal Information we hold about you, and request updates or corrections, subject to certain exceptions.

To request access, please contact us in writing. Evolve Performing Arts will not charge for access requests but may charge a reasonable administrative fee for providing copies of your Personal Information. We may also require proof of identity before releasing information to protect your privacy.

Maintaining the Quality of your Personal Information

We take reasonable steps to ensure your Personal Information is accurate, complete, and up-to-date. If you find any information we hold is incorrect or out of date, please advise us promptly so we can update our records.

Policy Updates

This Privacy Policy may be updated from time to time. The current version is always available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about this Privacy Policy, please contact us at:

Evolve Performing Arts
10/25-35 Cranbourne Rd
Narre Warren, VIC, 3805
Email: hello@evolvemelbourne.com
Phone: 0401 705 722