

Tasmanian Talent Agency (ABN: 82 641 853 929)

Privacy Policy

The Tasmanian Talent Agency (TTA) represents models, actors and performing artists on a local and international level. Personal information may be collected for this purpose.

TTA is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect to how we manage your Personal Information.

TTA is bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act). The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed. Personal information is, generally speaking, information or an opinion relating to an identified, or reasonably identifiable, individual.

This policy explains the types of personal information that we may collect and hold, how that information is used and with whom the information is shared. It also sets out how you can contact us if you have any queries or concerns about this information.

A copy of the Australian Privacy Principles may be obtained from the Australian Government website at [The Privacy Act - Home \(oaic.gov.au\)](http://www.oaic.gov.au)

Why does TTA collect personal information?

TTA collect personal information from our talent to enable TTA to carry out our agent duties and obligations.

What personal information does TTA collect?

The types of personal information TTA may collect include contact information, such as:

- Your name
- Contact information – Address, email address and telephone numbers, social media handles.
- Images
- Financial, statutory information, police checks (where required) and superannuation information.
- Any other information required to best match you with any roles.

TTA collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. TTA may also use your Personal

Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by TTA with your permission and only:

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

How does TTA collect personal information and where is it stored?

Personal information may be collected via the website, emails or telephone conversations, online, face-to-face meetings and interviews. Where necessary, TTA provide information to casting directors with the aim of matching you to roles.

You may have the option of not identifying yourself when dealing with TTA. However, if you choose not to provide the information it may limit TTA's ability to match you to suitable roles.

When TTA collects Personal Information TTA will, where appropriate and where possible, explain to you why the information is being collected and how it is to be used.

TTA may also collect information about visitors to our website. Generally, this information cannot be used to identify particular individuals however in some circumstances it may include a visitor's email address, which could be linked to the individual.

Security of Personal Information

TTA takes the storage of your personal information seriously. Physical files are stored securely and all other information is stored electronically and password protected.

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, TTA will take reasonable steps to destroy or permanently de-identify your Personal Information.

Maintaining the quality of your personal information and how to make changes

It is important that your Personal Information is up to date. TTA will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information TTA has is not up to date or is inaccurate, please advise us as soon as possible so TTA can update records and ensure the agency can continue to provide quality services to you.

Disclosure of personal information to and from other parties

TTA may disclose your personal information to third parties such as members, casting agencies, producers, our professional advisers, and any other parties who require the information for the placement and undertaking of the talent role. TTA may disclose your relevant personal information for the purposes set out above.

Where reasonable and practicable to do so, TTA will collect your Personal Information only from you. However, in some circumstances, TTA may be provided with information by third parties. In such a case TTA will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

We may also disclose your personal information if it is required or authorised by law, where disclosure is necessary to prevent a threat to life, health or safety, or where we are otherwise permitted by the Privacy Act.

We do not sell or license your personal information to third parties.

Links from TTA website to other websites

This site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that TTA is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each website that collects personal identifiable information.

Cookies

Cookies are small pieces of data that are transferred to your computer's hard drive through your Web browser from our Web Server. A cookie cannot read data from your hard disk or read cookie files that may have been created from other sites. The TTA website employs cookies as a means of providing personalisation features to our visitors.

Updates to this Policy

This Privacy Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and any changes to TTA.

Privacy Policy, Complaints and Enquiries

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

admin@tastalent.com

We will handle your enquiries in line with the Privacy Act and in a prompt and respectful manner.