

PRIVACY POLICY



APRA
AMCOS

General Enquiries (02) 9935 7900 apra@apra.com.au www.apraamcos.com.au

1. General Policy

APRA AMCOS take their privacy obligations seriously and are committed to ensuring that they handle personal information in accordance with the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*.

This policy sets out:

- a. the kinds of personal information that APRA AMCOS collect and hold;
- b. how APRA AMCOS collect and hold personal information;
- c. the purposes for which APRA AMCOS collect, hold, use and disclose personal information;
- d. how you may access personal information about you that is held by APRA AMCOS and seek correction of it;
- e. how you may complain about a breach of the Australian Privacy Principles and how APRA AMCOS will deal with such a complaint; and
- f. the circumstances in which personal information is likely to be disclosed to overseas recipients and the countries in which such recipients are likely to be located.

2. Collection of your personal information

Where APRA AMCOS collect and hold personal information it is collected and held for APRA AMCOS' business purposes, which are detailed generally on their website at www.apra-amcos.com.au. Where APRA AMCOS documents require personal information, APRA AMCOS will generally state the purpose(s) of this requirement and to whom the personal information may be disclosed.

APRA AMCOS collect and hold the following kinds of information:

- a. types of music written by members;
- b. tour dates;
- c. contractual information between writers and publishers;
- d. member names, pseudonyms, telephone numbers and addresses;
- e. licensee names, telephone numbers and addresses; and
- f. other information for their business purposes, which is reasonably necessary for, or directly related to, their functions or activities.

APRA AMCOS will collect personal information directly from you unless it is not reasonable or practicable to do so. APRA AMCOS may solicit personal information through their website, in documents or during communications with their members and others.

3. Use of your personal information

APRA AMCOS may use your personal information for the purposes for which it has been collected, including to fulfil their legal obligations and to keep their members and licensees informed of APRA AMCOS' activities and the services that they provides to their members and licensees. They may also use it for other purposes to which you have consented. You may give APRA AMCOS your consent to use expressly, or it may be implied by your conduct. Subject to the requirements of the Australian Privacy Principles, if you would reasonably expect the information to be used for another purpose, APRA AMCOS may also use it for that purpose.

APRA AMCOS may, from time to time, send to you marketing material that APRA AMCOS consider will be useful to you. APRA AMCOS may also send you material about their activities. If you do not wish to receive this information, you can let us know and we will not send it to you unless we are legally required or authorised to send it.

4. Disclosure of your personal information

Generally, APRA AMCOS may disclose your personal information for the purposes for which it has been collected.

Depending on the service, your personal information may be disclosed to:

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- a. external service providers (on a confidential basis and such service providers will be limited in their use of your information to the purpose of APRA AMCOS' activities only);
- b. overseas and local collecting societies that collect and distribute performing right royalties and that have a reciprocal agreement with APRA AMCOS or with which APRA AMCOS have an agreement to share works information. For more information, visit www.apraamcos.com.au/international-affiliates/
- c. collecting societies of which AMCOS is a member for the purpose only of distributing money to AMCOS members;
- d. APRA and AMCOS respectively, under the administration agreement between them;
- e. specialist advisers to APRA AMCOS who have been engaged to provide APRA AMCOS with legal, administrative, financial, insurance, research, marketing or other services;
- f. other collecting societies in Australia and New Zealand, on a confidential basis; and
- g. any other person authorised by you, as specified by you, such as your agent or manager.

APRA AMCOS may at other times notify you about their disclosure practices in relation to specific services that they provides in relation to their activities.

Subject to the requirements of the Australian Privacy Principles, your personal information may also be disclosed for another purpose if you would reasonably expect the information to be disclosed for that other purpose. It may also be disclosed for purposes to which you have consented. You may give APRA AMCOS your consent to disclosure expressly, or it may be implied by your conduct.

In addition, APRA AMCOS may use or disclose personal information:

- a. in response to a legal requirement;
- b. if authorised by or under an Australian law or court/tribunal order;
- c. if APRA AMCOS reasonably believe that the release of the personal information is necessary to take appropriate action in relation to suspected unlawful activity or misconduct or for an enforcement related activity conducted by an enforcement body;
- d. if reasonably necessary for the establishment, exercise or defence of a legal or equitable claim or for the purposes of alternative dispute resolution;
- e. where it is necessary to lessen or prevent a serious threat to life, health or safety and it is unreasonable or impracticable to obtain your consent; and
- f. in order to locate a person reported as missing.

5. Security of your personal information

APRA AMCOS takes all reasonable steps to protect your personal information from loss, unauthorised access, modification, disclosure, interference or other misuse.

6. Sensitive personal information

APRA AMCOS do not generally collect any sensitive information as that term is used in the Privacy Act 1988 (including information relating to your racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, criminal record, state of health or medical history). If APRA AMCOS hold any sensitive personal information about you, that information will only be used and disclosed by APRA AMCOS for the purpose that it was provided by you.

7. Access to your personal information

At any time, you may request access to personal information about you that APRA AMCOS hold by contacting APRA AMCOS's Privacy Officer at privacy@apra.com.au or by mail addressed to:

Privacy Officer APRA AMCOS Locked Bag 5000 Strawberry Hills NSW 2012

APRA AMCOS will process your request within a reasonable time. If APRA AMCOS are not legally required to provide access to the personal information requested and do not exercise their discretion to do so, they will let you know their reasons for that.

8. Correction of your personal information

You should promptly notify APRA AMCOS if there are any changes to your personal information. You may ask APRA AMCOS at any time to correct personal information they hold about you by contacting APRA AMCOS's Privacy Officer at privacy@apra.com.au or by mail addressed to:

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and APRA AMCOS must respond to you within a reasonable time.

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9. Dealing with complaints

If you have a complaint about APRA AMCOS' breach of the Australian Privacy Principles, you should contact APRA AMCOS' Privacy Officer at privacy@apra.com.au or by mail addressed to

Privacy Officer APRA AMCOS Locked Bag 5000 Strawberry Hills NSW 2012

APRA AMCOS will investigate your complaint and respond to you within a reasonable time and in accordance with their legal obligations. They will take any necessary corrective actions promptly.

10. Changes to this policy

APRA AMCOS may amend this policy from time to time, and the policy will be published on APRA AMCOS's website.