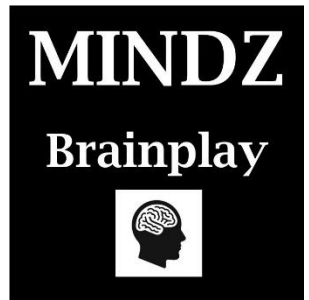


Mindz Brainplay Privacy Policy 2020

This statement outlines Mindz Brainplay's policy on the use of personal, school or business information we collect.

Mindz Brainplay is bound by the Principles contained in the Commonwealth Privacy Act 1988. If new laws arise or new technology impacts on your privacy, we will amend this document.



What information do we collect?

Mindz Brainplay collects personal information submitted by organisations such as schools, disability centres, businesses, events organisations, festivals, vacation centres, local councils, libraries, parents and guardians so that we can conduct our educational, private or public programmes. For mailing products (e.g., headsets), we collect addresses and postcodes of the purchaser.

Information given to us may be recorded for the purposes of fair trade unless you advise us not to do so.

Disclosure of personal information

Mindz Brainplay will not disclose personal information, including sensitive information held about an individual to 3rd parties unless legally obliged to do so.

How do we use your personal information?

Mindz Brainplay will use the personal information it collects to communicate with you effectively. If we don't have this personal information, we may not be able to run our presentations effectively.

This communication includes:

- Organising incursions
- Organising our presence at events or festivals
- Organising private visits
- Sending updates and newsletters (if you have consented to such contact)
- Making you aware of our activities and developments (if you have consented to such contact)
- Delivery of products or required information.

Staff members, contractors and community volunteers:

Our aim in collecting information from staff, volunteers and contractors ensures we have appropriately qualified employees/contractors and suitable volunteers.

We ensure all staff (paid or unpaid) working directly with children have a current 'Working with Children' clearance.

Sales and Marketing

Mindz Brainplay believes communicating future initiatives and asking questions about their relevance helps us maintain quality educational products. We may occasionally survey you about your impressions of our products.

Photographs

Online, broadcast and hard-copy media promoting Mindz Brainplay will not contain sensitive personal information. We will NOT use any photographs of individuals or groups unless we have express permission in writing from the individual (s), their parent(s) or guardian(s) to use these photographs.

Management and security of personal information

Mindz Brainplay staff must respect the confidentiality and the privacy of individuals and the personal or business information provided by them.

We protect the information we hold from misuse, loss, unauthorised access, modification or disclosure by use of:

- Password protected computer access
- Constantly updated malware protection
- Antivirus software
- No written/soft copy record of any credit card details (details are entered instantly)

Except for public promotional material, we keep NO paper records of school visits, festival bookings, private bookings, dinner parties or any other Mindz Brainplay visit. The National Privacy Principles require us to store personal information only for as long as necessary.

Updating personal information

Mindz Brainplay tries to ensure that the personal information it holds is accurate, complete and up-to-date.

Under the Commonwealth Privacy Act, individuals have the right of access to the personal information that we hold and to either ask for its:

- Destruction
- Modification
- Maintenance

Anyone can look at, update or correct their personal information at any time.

Content from other websites

The content of other sites linked from the Mindz Brainplay website is not owned, moderated or operated by us. Because of this, we can't control everything on those websites including the possibility of malware.

Users visiting sites linked from the Mindz Brainplay website accept responsibility for losses, damages, costs and other consequences resulting directly and indirectly from using these sites and any material they obtain from them.

Further information?

If you would like more detail about the way Mindz Brainplay manages the personal information it holds please contact us.

questions@mindz.com.au