

Privacy Policy

This Privacy Policy describes how we collect, use, process and distribute your information, including Personal Data which includes certain identifiable information about you, like your name, email, address, telephone number, bank account details, payment information, support or contact queries, online community comments and so on.

We will not use or share your information with anyone except as described in this Privacy Policy.

Please read this Privacy Policy carefully. This Privacy Policy may be amended from time to time with changes, additions and deletions, at our sole discretion. You should check this page regularly to ensure that you are aware of any changes. Your continued use of the Sirius Productions website following any amendments indicates that you accept the amendments. In the event of a material change, we will let you know via email and / or a prominent notice on our website.

By using our website or its content, you consent to this Privacy Policy as of Aug 15 2021, whether or not you have read it.

What personal information do we collect, use and disclose?

Sirius Productions, in the course of conducting its business, collects a range of personal information including, amongst other things, names, email addresses, mailing and residential addresses, business and home phone numbers.

Sirius Productions only collects personal information that is reasonably necessary for one or more of Sirius Productions' functions or activities.

Sirius Productions only collects sensitive information if it is reasonably necessary for Sirius Productions' functions or activities or an exception applies under the Privacy Act and the individual to whom the information relates has given their express consent to the collection.

Sensitive Information includes information about an individual's mental health, disability, racial or ethnic origin, criminal convictions, religious affiliation and political affiliation.

Sensitive information will be used by us 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 Sirius Productions collect the information?

Collection of personal information by Sirius Productions is only done by lawful and fair means.

Sirius Productions collects personal information about an individual directly from that individual wherever it is reasonable and practicable to do so. This may be through contact forms, letters, emails, websites, receipts, telephone conversations, consultations and attendance at events.

Sirius Productions will always take reasonable steps to ensure individuals are aware of (amongst other things) the facts and circumstances of collection, the purpose of collection and information about Sirius Productions' privacy policy.

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

What does Sirius Productions use personal information for?

Sirius Productions will only use or disclose personal information for the Primary Purpose including things such as managing our relationships, performing administrative functions, informing customers and others about our products and services by direct marketing methods, market research, building and maintaining business relationships, implementing our communication model and complying with legal requirements.

Where Sirius Productions uses personal information other than for the Primary Purpose, Sirius Productions does so in accordance with the Privacy Act and APP 6.

Direct Marketing

Sirius Productions engages in direct marketing of its products and services from time to time.

SiriusProductions only uses personal information for direct marketing in circumstances where Sirius Productions has collected the information directly from the individual and that individual reasonably expects to receive direct marketing material from Sirius Productions (for example, where an individual has signed up to receive direct marketing material from Sirius Productions).

Sirius Productions offers all individuals the opportunity to unsubscribe from receiving direct marketing communications.

Access to and accuracy of personal information

Sirius Productions takes all reasonable steps to ensure that the personal information it collects, uses and/or discloses is accurate, complete, up to date and relevant.

You have the right to ensure that your personal information which is held by Sirius Productions is accurate. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you. To make a request to access and/or correct your personal information, please contact Sirius Productions' Production Manager using the contact details provided below.

While Sirius Productions will always endeavour to give access to personal information free of charge, Sirius Productions reserves the right to charge individuals for access to personal information to cover costs associated with:

- searching for, locating and retrieving personal information and deciding which information to provide to the individual;
- using an intermediary; and
- reproducing and sending the information.

Sirius Productions is entitled to refuse to give access to personal information in certain circumstances.

For further information, please contact Sirius Productions' Production Manager using the contact details provided below.

Disclosure of personal information

Your personal information may be disclosed in a number of circumstances including the following:

- third parties where you consent to the use or disclosure; and
- where required or authorised by law.

Security of personal information

Sirius Productions takes all reasonable steps to ensure that information held by Sirius Productions is safe and secure, and that it is protected from misuse, loss, unauthorised access, modification and disclosure.

Sirius Productions stores and secures all personal information via a third party data storage provider.

Destruction and de-identification of personal information

Sirius Productions will take reasonable steps to de-identify or destroy personal information when it is no longer needed by Sirius Productions except where the information forms part of a Commonwealth record or Sirius Productions is required, by law or a court/tribunal order, to retain the information.

Anonymity and pseudonymity

Individuals have the option of dealing anonymously or by pseudonym with Sirius Productions unless it is impracticable to do so or Sirius Productions is required, by law or a court or tribunal order, to deal with identified individuals.

Changes to privacy policy

Sirius Productions reserves the right to amend this privacy policy from time to time. Changes will be posted on the Sirius Productions website.

Complaints

If you have any queries or complaints about our Privacy Policy please contact Sirius Productions' Privacy Officer using the details provided below.

Sirius Productions takes privacy complaints very seriously. If you make a complaint, Sirius Productions will respond within 5 business days to let you know who is responsible for managing your complaint. Sirius Productions will aim to resolve your complaint within 10 business days. When this is not possible, Sirius Productions will contact you within that time to let you know how long we will take to resolve your complaint.

Sirius Productions will investigate your complaint and where necessary, consult with third parties about your complaint. Sirius Productions will make a decision about your complaint and write to you to explain our decision.

Individuals can also complain directly to the Office of the Australian Privacy Commissioner. Details about how to file a complaint can be found at www.oaic.gov.au or by calling 1300 363 992.

Contact Sirius Productions

All queries and complaints should be directed to the Production Manager at Sirius Productions.

Contact Name: Leah Lefens

Address: 27 Systum St Ultimo

Email: leah@siriusproductions.com.au