

# PRIVACY POLICY

ANTARA STUDIOS (QLD) PTY LTD A.C.N. 627 682 240 ATF MAP FAMILY TRUST TRADING AS ANTARA STUDIOS

Antara Studios are committed to protecting individual's privacy and rights with respect to their Personal Information and Sensitive Information. This policy sets out Antara Studios privacy policy and how Antara Studios will comply with the Australian Privacy Principles under the Privacy Act when it collects, retains, stores and manages your Personal Information and Sensitive Information including through their website (subject to exemptions that may apply to Antara Studios under the Privacy Act). Antara Studios requires your permission to collect and use your Personal Information and such consent is provided by you when you sign the Membership Application Form or request Antara Studios to provide the Services. If Antara Studios does not obtain your consent then Antara Studios may not be able to provide the Services to you.

## 1. Definitions

- (a) "Contact Details" means the following
  - i. Address: 299 Ruthven Street, Toowoomba Qld 4350
  - ii. Email: amy@antarastudios.com.au
- (b) "Antara Studios" means Antara Studios (Qld) Pty Ltd A.C.N. 627 682 240 as Trustee for MAP Family Trust trading as Antara Studios and its related bodies corporate, associated entities, successors and permitted assigns.
- (c) "Personal Information" has the same meaning given to it in the Privacy Act including any information that can be used to identify you which may include, but is not limited to, names, phone numbers, email addresses, occupation, employer, driver's licence number, emergency contact details and mailing addresses;
- (d) "Privacy Act" means the *Privacy Act 1988* (Cth).
- (e) "Sensitive Information" has the same meaning under the Privacy Act including health information, medical history, information that relates to your racial or ethnic origin, political information, religious or criminal record etc;
- (f) "Services" means those services that Antara Studios provides including movement and mindfulness sessions including yoga, mat pilates, reformer pilates, meditation and barre classes.
- (g) "Website" means the website for Antara Studios.

## 1. HOW ANTARA STUDIOS COLLECTS AND STORES PERSONAL INFORMATION

- 1.1. Antara Studios will collect Personal Information and Sensitive Information directly from you unless it is unreasonable and impracticable to do so.
- 1.2. The type of Personal information and Sensitive Information Antara Studios will collect is dependant on the circumstances but may include your name, address, date of birth, employment information, health and medical information
- 1.3. If Antara Studios are unable to collect Personal Information and Sensitive Information from you in accordance with clause 1.1 then Antara Studios may collect Personal Information and Sensitive Information in the following ways:
  - (a) through your use of the Website and by any other electronic means such as social media;
  - (b) by telephone, letter, facsimile or email transmission;
  - (c) from publicly available sources of information;
  - (d) when you are required to do so by law;
  - (e) from our own record;
  - (f) from the records of a health care provider.
- 1.4. If you supply Personal Information and Sensitive Information to Antara Studios about another person that you represent that you are authorised to provide the Personal Information and Sensitive Information for that person and that person has provided consent to disclose their Personal Information and Sensitive Information to Antara Studios.
- 1.5. When you visit the Website, Antara Studios may send a 'cookie' (which is a small summary file containing a unique ID number) to your computer. This enables us to recognise your computer and enables Antara Studios to keep track of your activity on our website for a period of time. Antara Studios also uses cookies to measure traffic patterns, to determine which areas of the Website have been visited and to measure transaction patterns in the aggregate. Antara Studios cookies do not collect Personal Information or Sensitive Information. If you do not wish to receive cookies then you can set your browser so your computer does not accept them.
- 1.6. Antara Studios will not distribute marketing material via SMS unless you have provided your consent as required by the *Spam Act 2003*. You provide your consent to Antara Studios distributing information to you via SMS pursuant to the *Spam Act 2003* by engaging the Services of Antara Studios. You can unsubscribe from the mailing list for any newsletter or other electronic publication facility.
- 1.7. Antara Studios website may contain hyperlinks to other websites which Antara Studios does not manage or control and are not covered by this privacy policy. If you access another website via a hyperlink you accept responsibility for ensuring the website has a privacy policy. Antara Studios has no control over the type of information that may be available and published on the other websites nor how they obtain, retain or store any of your Personal Information and Sensitive Information.

- 1.8. As the internet is unsecure Antara Studios cannot guarantee the security of transmission of information you communicate to us online. Antara Studios cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet, therefore, any Personal Information or Sensitive Information you transmit online is at your own risk.
- 1.9. Antara Studios may store your Personal Information and Sensitive Information in electronic records or in paper hard copies.

## 2. THE PURPOSES FOR WHICH ANTARA STUDIOS COLLECTS, STORES, USES AND DISCLOSES PERSONAL INFORMATION AND SENSITIVE INFORMATION

- 2.1. Antara Studios continuously strives to improve the quality of the Services it provides to its clients and in order to do so Antara Studios collects Personal Information and Sensitive Information from you.
- 2.2. Antara Studios collects, holds, uses and discloses your Personal Information and Sensitive Information for the following purposes:
  - (a) for Antara Studios to provide the Services to you;
  - (b) for Antara Studios internal business operations;
  - (c) complying with Antara Studios legal obligations.
- 2.3. Antara Studios may send you direct marketing communications and information about our products and services that Antara Studios considers to be of interest to you. Communications may be sent in different forms including mail, SMS, email or fax in accordance with applicable laws. If you do not wish to receive this marketing material from Antara Studios then you may opt out.
- 2.4. In order to provide the Services, Antara Studios may disclose your Personal Information and Sensitive Information to employees, related bodies corporate, contractors, web hosting providers, IT System administrators, debt collectors, and professional advisors of Antara Studios.

## 3. ACCESS TO PERSONAL INFORMATION AND SENSITIVE INFORMATION THAT IS HELD BY ANTARA STUDIOS

- 3.1. You may contact Antara Studios to access your Personal Information and Sensitive Information by contacting our privacy officer on the Contact Details.
- 3.2. Antara Studios may charge you a fee to access your Personal Information and Sensitive Information.
- 3.3. If you make a request for access to your Personal Information and Sensitive Information Antara Studios will request that you verify your identity.
- 3.4. There may be some instances where Antara Studios are unable to grant you access to the Personal Information and Sensitive Information that Antara Studios holds due to the privacy of others or if it results in a breach of confidentiality. If this happens then we will provide you with written reason for any refusal.
- 3.5. If you believe that any Personal Information or Sensitive Information Antara Studios holds about you is incorrect, incomplete or inaccurate then you may provide Antara Studios with a written request to amend it. Upon receipt of the written request to amend your Personal Information and Sensitive Information we will consider same and if Antara Studios does not consider the Personal Information and Sensitive requires amendment then we will provide you with a written reason for why Antara Studios disagrees.

## 4. HOW YOU MAY MAKE A COMPLAINT ABOUT A BREACH OF PRIVACY

- 4.1. If you:
  - (a) believe that Antara Studios has breached your privacy; or
  - (b) have any questions or concerns regarding this privacy policy,then you may contact Antara Studios on the Contact Details and provide details of your complaint so Antara Studios may investigate it.
- 4.2. Antara Studios will treat your complaint confidentially and will arrange for a representative to contact you within a reasonable time after receipt of your complaint with how the complaint may be resolved.
- 4.3. It is Antara Studios aim to resolve your complaint in a timely and appropriate manner.

## 5. DISCLOSURE OF PERSONAL INFORMATION OVERSEAS

- 5.1. Antara Studios may disclose Personal Information to recipients in Australia or outside of Australia. If Antara Studios is disclosing your Personal Information to recipients overseas then Antara Studios will take reasonable steps to protect the privacy of your Personal Information.
- 5.2. Entities that may receive Personal Information outside of Australia include our related bodies corporate located in foreign countries, our data hosting and other IT service providers, located in various foreign countries – our cloud service providers may store data in several countries and other third parties located in various foreign countries.

## 6. CHANGE TO PRIVACY POLICY

- 6.1. Antara Studios reserves the right to change or update this policy from time to time. Any updated versions of this privacy policy will be made available on our website.