

VISCOPY, Australia's copyright collecting society, respects and values the identity and privacy of those individuals and professional organisations we deal with. In our handling, storage and use of identifying information concerning these individuals and professional organisations, VISCOPY complies with the requirements of the National Privacy Principles (NPPs) in the *Federal Privacy Act 1988*.

VISCOPY's privacy policy describes the information we collect and explains how we use, store or disclose that information, and how you may access or alter that information.

1. VISCOPY will only collect personal information that is necessary for one or more of our legitimate business activities. The personal information VISCOPY collects relates to individuals in their business or professional capacities. We collect this information as an indicator of a business relationship with the individual, or the organisation they represent or work for.
2. VISCOPY will only collect personal information by lawful and fair means, and not in an unreasonably intrusive way.
3. Where practicable, VISCOPY will only collect personal information from the individual.
4. At the time VISCOPY collects personal information, it will take reasonable steps to ensure that the individual is aware of i) the identity of VISCOPY, and its contact details; ii) the purpose for which the information is being collected; iii) to whom the information collected is disclosed, if disclosed iv) any legal requirement for the information to be collected, and the possible consequences, (if applicable), if all or part of the information required is not collected.
5. VISCOPY may occasionally need to collect personal information from a third party. When this occurs, VISCOPY will take reasonable steps to ensure that the individual is made aware of the purposes for which the information was collected, and the source of the information that was collected.
6. VISCOPY does not collect sensitive information. Sensitive information is defined in the National Privacy Principles (NPPs) in the *Federal Privacy Act 1988* as information or an opinion about an individual's:
  - a) racial or ethnic origin
  - b) political opinions
  - c) membership of a political organisation
  - d) religious beliefs or affiliations
  - e) philosophical beliefs
  - f) membership of a professional or trade union association
  - g) membership of a trade union
  - h) sexual preference or practices
  - i) criminal record
  - j) health.

If VISCOPY does collect or hold such information, we will only do so in strict accordance with the NPPs in the *Privacy Act 1988*.

VISCOPY collects information on Aboriginal and Torres Strait Islander artists and their communities to:

- provide dedicated services to Aboriginal and Torres Strait Islander artists
  - report Government requirements for policy and grant purposes
  - remunerate copyright owners.
7. VISCOPY will not sell personal information about the individual or organisation to third parties for the purposes of direct marketing.
  8. VISCOPY will only disclose personal information to other individuals or organisations for the primary purpose for which we have collected it, and that the individual or organisation would reasonably expect VISCOPY to use or disclose in the best interests of the individual or organisation, or by consent (which may be explicit or implied from the circumstances in which the information was collected), or such use or disclosure is required or authorised by law. One example of disclosure is the distribution of members listings to our affiliate international collecting societies with whom we have reciprocal collecting agreements. VISCOPY also discloses the names and membership status of its registered members, as well as identifying Aboriginal and Torres Strait Islander artists on its website, primarily for the benefit of clients who wish to license our members' works.
  9. VISCOPY may occasionally use personal information to correspond (through postal or electronic means) with the individual or organisation about our activities and services, or activities or services that we believe may be relevant to or in the best interests of the recipient of such correspondence.
  10. VISCOPY will take all reasonable steps to ensure that the personal information it collects, uses and discloses is accurate, and current. We ask you to assist us in this process by keeping your records up to date. VISCOPY will also take all reasonable steps to ensure that the information we have collected and hold is protected from unauthorised access, disclosure, modification, use or destruction.
  11. VISCOPY does not collect personal information about individuals who browse our website. Any personal information disclosed by browsers of the VISCOPY website, for example online forms and email subscriptions) are subject to the tenets of this Privacy Policy.

12. Where VISCOPY holds personal and identifying information about an individual or organisation, VISCOPY will, where possible, provide reasonable access to that information, to the subject of that information, ie an individual or organisation at their request, except where i) the request for information is frivolous or vexatious; ii) providing the information would impact upon the privacy of other individuals and iii) denial of access is authorised or required by law.
  
13. Upon provision of suitable identification, VISCOPY will alter personal information held about an individual or organisation at their request, unless alteration of such information unreasonably affects or impacts the ability of VISCOPY to transact business, or impacts upon the privacy and rights of other individuals or organisations.
  
14. Please direct all questions or comments relating to this Privacy Policy to [viscopy@viscopy.com](mailto:viscopy@viscopy.com) or by phone (02) 9368 0933, fax (02) 9368 0899, or by mail to:

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