

Privacy Procedures

Savoyards Musical Comedy Society Inc ("the Society") is a community based not for profit musical theatre company producing high quality, large scale musical theatre productions in the Bayside area of Brisbane.

The activities associated with these productions require the collection of personal information from the Society's members, volunteers, patrons and suppliers. Savoyards Musical Comedy Society Inc takes all reasonable endeavours to protect the privacy of the personal information it collects as outlined in the guidelines below.

- The distribution, implementation and, where required, enforcement of this guideline is the responsibility of the Savoyards management committee. The committee will ensure that any member, volunteer, or supplier who requires access to personal information will receive a copy of this guideline.
- The management committee will ensure that Production Teams (Directors, Musical Directors and Choreographers) who have access to large volumes of auditionee and cast personal information will sign a Confidentiality & Intellectual Property Deed.
- Electronic copies of personal information will be stored in a central, password protected location (eg. Dropbox, Mailchimp) with access restricted to individuals authorised by the Savoyards management committee.
- Hard copies of personal information (eg. audition forms, cast contact lists, wardrobe lists) must be securely stored until they can be transferred to electronic storage and securely destroyed. Hard copies must not be copied without prior approval from the Executive Producer.
- An individual member or volunteer's access to personal information must be limited to what is required for them to perform their role. The examples below are provided as a non-exhaustive, general guide.

Access to personal information about performers is limited to the following:

- Management committee
- Sub-committees
- Executive Producer
- Production Teams (Director, Choreographer, Musical Director and their assistants)
- Audition Coordinator and their assistant(s)
- Communications Manager
- Stage Manager and their assistant(s)
- Workplace Health & Safety Officer
- Other individuals as approved by the management committee on a case by case basis

Access to personal information about patrons is limited to the following:

- Management committee
- Ticketing Manager and their assistants

- Individual members of the marketing team as approved by the management committee

Access to personal information about members is limited to the following:

- President
- Treasurer
- Secretary