



Barking Gecko Theatre Company Ltd Privacy Policy

Barking Gecko Theatre (ABN 23 052 424 683) (Barking Gecko Theatre / we / our / us) is committed to respecting the privacy of your personal information, which is collected in a number of ways including:

- from publicly available sources of information;
- when you visit our website and / or via software, such as cookies and web or tracking pixels;
- from you directly;
- from third parties;
- from our own records; and
- when legally required to do so.

This Privacy Policy explains our policy for dealing with personal information that we collect through the following channels (here and after, the Collection Channels): including, but not limited to our website barkinggecko.com.au or any related Barking Gecko Theatre website, social media page, internal website, intranet and any Barking Gecko Theatre mobile or tablet applications; personal information provided to us by our members and customers and personal information collected by us on behalf of our members and customers as a result of the provision of professional services to our members and customers; and any other means through which an individual provides personal information to Barking Gecko Theatre, including either physically or electronically.

In order to keep up with changing legislation and best practice, we may revise this Privacy Policy at any time without notice. We will post any changes to this Privacy Policy on our Website, so we encourage you to check this Privacy Policy from time to time.

Problems or Queries

You may contact us with any queries you may have in respect of this Privacy Policy or your personal information by contacting Barking Gecko Theatre via email: gecko@barkinggecko.com.au or telephone: +61 8 62129399.

Personal Information and Sensitive Information

Personal Information refers to information or an opinion about an identified individual or an individual who is reasonably identifiable.



Sensitive information refers to information or an opinion about an individual's personal preferences and characteristics (such as race, ethnicity, political opinions, memberships, religious or philosophical beliefs and sexual preference), health information about an individual, genetic information and/or biometric information. Sensitive information is afforded a higher level of protection than other personal information.

Kinds of information held and collected by Barking Gecko Theatre Company

Personal and/or sensitive information held by us is collected only when knowingly and voluntarily submitted by you. When you register your interest or otherwise in the course of us providing our services to you, we may need to collect personal information which may include your name, address, telephone/mobile phone number, e-mail address, credit card details, your business name, your user id or password. Although we will rarely hold and/or collect this kind of information, the information we may hold could include such information as your racial or ethnic background, your family status and/or financial information. At all times, we will take reasonable steps to obtain your express consent where we propose to handle your sensitive information.

Collecting information from you

Generally:

- we will tell you why we are collecting information when we collect it and how we plan to use it or these things will be obvious when we collect the information; and
- we will only use your personal information if and when we need to contact you.

For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

If you choose not to provide personal information to us, we may not be able to provide you with access to the parts of this Site or to certain content, products and services available on or from this Site or generally from Barking Gecko Theatre.



Use of Information

Purpose of collecting and holding information

We use your information to provide our services to you and/or your family members, or to fulfil administrative functions associated with these services. Personal information is used only for the purpose for which it is submitted or for such other secondary purposes that are related to that purpose, unless we disclose other uses in this Privacy Policy or at the time of collection.

Primary purpose refers to the particular purpose for which the information in question was collected. For example, if we were to provide you with a newsletter and we asked for your address to send it to you, the primary purpose for the collection for your address would be to send the newsletter to you at your address.

Secondary purpose is any purpose other than the primary purpose for which we have collected your personal information. Personal information will only be disclosed or used for a secondary purpose where:

- you have consented to the use or disclosure;
- you would reasonably expect Barking Gecko Theatre to use or disclose the information for that secondary purpose;
- the use or disclosure is required by or under an Australian law or a court/tribunal order;
- a 'permitted general situation' exists, such as lessening or preventing a serious threat to life, health or safety, locating a missing person or to undertake a confidential alternative dispute resolution process; and
- Barking Gecko Theatre reasonably believes that the use or disclosure of the information is reasonably necessary for one or more enforcement related activities conduct by or behalf of an enforcement body.

We usually collect personal information such as your name, address and telephone number, and in some instances, some of your business details. When you are on our website, we may collect information regarding the pages within our network which you visited, what you clicked on and your IP address. As a general rule we do not collect sensitive information. However, if we do, it will usually be for the purposes of providing our services and if the law requires us to, we will seek your consent to collect it.



If you subscribe to receive promotional or other material from us or are registered for any services, then your personal information that you provide will be recorded. Your email address will only be used for the purpose for which you have provided it (which may include being added to our mailing list).

Parties who will have access to personal information

Generally, your personal information will only be accessed by Barking Gecko Theatre Company staff when and where it is appropriate or necessary. However, your personal information may also be accessed, from time to time, by various organisations who are part of the Perth Tessitura Consortium, including:

- Perth Theatre Trust;
- Black Swan State Theatre Company;
- Co3 Australia;
- Perth Festival;
- West Australian Ballet;
- West Australian Opera;
- Western Australian Museum;
- Yirra Yaakin Theatre Company;
- Barking Gecko Theatre contractors;

Where a party, other than an employee of Barking Gecko Theatre, has access to the personal information of individuals, they will be required to comply with the *Privacy Act 1988* (Cth) (**Privacy Act**), the *Privacy Amendments (Notifiable Data Breaches) Act 2017* (Cth) and the Australian Privacy Principles and, where appropriate, to enter into privacy agreements with Barking Gecko Theatre Company.

Use of Aggregate Data

We may use personal information in aggregate form to improve our services and make them more responsive to the needs of our customers. This statistical compilation and analysis of information may also be used by us or provided to others as a summary report for marketing, advertising or research purposes.

Period for which records are held and Information Retention and Destruction Practices



We periodically review the records of the personal information we hold.

Where we have held such records for a number of years or have records for a project or plan which was completed a number of years ago in our possession, we will take reasonable steps to determine whether it is appropriate for Barking Gecko Theatre to retain or destroy that information.

Anonymity or pseudonyms

Where we make use of personal information for statistical or marketing purposes, we will endeavour to make use of pseudonyms and/or to make the applicable personal details anonymous.

Holding personal and sensitive information and security

Holding information securely

We strive to ensure the security, integrity and privacy of personal and sensitive information of our clients. We use a variety of physical and electronic security measures including restricting physical access to our offices and firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure. In relation to personal information provided through our website, unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

Receipt of unsolicited personal information

Unsolicited personal information is information received by an APP entity where the entity has taken no active steps to collect the information.

When and where Barking Gecko Theatre receives unsolicited information Barking Gecko Theatre will need to determine whether it could have collected the information under Australian Privacy Principle 3 (which governs the collection of solicited personal information). Where Barking Gecko Theatre could not have collected the information under Australian



Privacy Principle 3, Barking Gecko Theatre will destroy or de-identify the information as soon as practicable, so long as it is lawful and reasonable to do so.

Accessing and correcting Personal Information

Accessing personal information

You have a right to access most personal information we hold about you and if we deny access in some circumstances, we will tell you why. You can make a request for access to your personal information under Australian Privacy Principle 12 or under the *Freedom of Information Act 1992* (WA). Should you experience difficulty in determining the correct route by which to request access to your personal information, please contact us and we will provide you with assistance.

To request access, please contact our CEO & Executive Producer:

Barking Gecko Theatre
PO Box 23
Northbridge WA 6003

By Email: gecko@barkinggecko.com.au

We reserve the right to charge a fee for locating and providing you with your personal information.

Correction of personal information

You have a right to request the correction and/or amendment of your personal information. Applications to have personal information held by Barking Gecko Theatre Company corrected or amended should provide current contact details and enough information to determine what changes are required. Applications should be made by contacting the Marketing & CRM Manager:

Barking Gecko Theatre
PO Box 23
Northbridge WA 6003



By Email: gecko@barkinggecko.com.au

Cookies Policy

A cookie is a small text file stored on your computer's browser. Many cookies from websites will be visible from your browser. You will usually find information on cookies and how to manage them under "options" or "settings" in your browser. You can choose to see cookies before deleting them and to keep cookies from some sites. Barking Gecko Theatre may use cookies to learn about the way you interact with Barking Gecko Theatre's content and to help us improve your experience when visiting our website.

- Barking Gecko Theatre may record your visit through the use of cookies and may log the following information for purely statistical purposes:
 - your server address;
 - your to-level domain name (eg .com, .gov, .uk, etc);
 - the date and time of your visit to Barking Gecko Theatre's site;
 - the pages accessed and documents downloaded by you;
 - the previous site(s) visited by you; and
 - the type of browser used by you.

Barking Gecko Theatre will not facilitate the merging of personally-identifiable information with non-personally identifiable information collected through any cookies, tracking / web pixels or Google advertising products or features, unless it has robust notice of and the relevant party's consent to that merger.

Barking Gecko Theatre's website may also make use of third party cookies – these are cookies sent by businesses that provide content, such as advertising, on websites that you visit – that is, businesses other than Barking Gecko Theatre. Third party cookies may be used on Barking Gecko Theatre's website to enable remarketing and reporting for impression assisted visits, website conversions, user demographics and user interests.



The third party cookies that may be used on Barking Gecko Theatre's website include, but are not limited to, Google Analytics Advertising Features (via the use of Google advertising cookies), cookies from YouTube, Vimeo and the Facebook tracking / web pixel.

If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature. You should note that cookies may be necessary to provide you with features and / or functions on this website and on other websites.

If you want to opt out of the operation of third party cookies – such as those associated with the Google Analytics Advertising Feature – you will need to refer to the privacy policies of the relevant third party website(s).

Information that may be collected

Information provided to you

Information contained in any materials or products provided to you by any means including through use of our website may be subject to the Privacy Act and must not be used for direct marketing of goods and services or be released to any person or third party for the purpose of direct marketing of goods and services. Barking Gecko Theatre takes no responsibility for any breaches of the Privacy Act and the Australian Privacy Principles by any person in relation to information obtained from the material or products supplied to you by any means including through our website.

Third Party

Via our website

In relation to use of our website, we may establish relationships with business partners that allow visitors to our website to link directly to sites operated by these partners. Some of these sites may be "co-branded" with our logo; however, these sites may not be operated or maintained by or on our behalf. These sites may collect personal information from you that



may be shared with us. This Privacy Policy will apply to any personal information we obtain in this manner.

We are not responsible for the content or practices of websites operated by third parties that are linked to our sites. These links are meant for the user's convenience only. Links to third party sites do not constitute sponsorship, endorsement or approval by us of the content, policies or practices of those third party sites. Once you have left our site via such a link, you should check the applicable privacy policy of the third party site.

Generally Barking Gecko Theatre has taken steps, and will continue to take steps, to ensure that and/or encourage any domestic third parties it has dealings with to comply with the Privacy Act and the Australian Privacy Principles when collecting, holding or using personal information provided to them by Barking Gecko Theatre.

Studio Bravo administers this website on behalf of Barking Gecko Theatre, and logs visits to the website and records the following information for statistical purposes:

- the user's server address;
- the user's top level domain name (eg .com, .gov, .au, .uk etc.);
- the date and time of the visit to the site;
- the pages accessed and documents downloaded;
- the object size;
- the elements clicked on the site;
- the transaction type;
- the number of milliseconds that the transfer required;
- the previous site visited;
- the type of browser used;
- browser capabilities;
- connection speed; and
- the operating system.
 - Information collected and held by Studio Bravo is governed by its own privacy policy. Barking Gecko Theatre has taken steps, and will continue to take steps, to ensure that and/or encourage Studio Bravo to comply with the Privacy Act and the Australian Privacy Principles when collecting, holding or using personal information provided to it by Barking Gecko Theatre.

Social Media



When you browse and make use of Barking Gecko Theatre's social media pages (such as Facebook, Instagram, Twitter, Linked In, YouTube and Vimeo), you are using an external site and are therefore subject to the privacy policies and practices of that site. If you have any questions or concerns regarding that site's privacy policies and practices, you should review the privacy policy of the relevant site. Barking Gecko Theatre does not endorse, and is not accountable for, any views expressed by third parties using that site.

Barking Gecko Theatre records all information posted to its social media pages and uses that information for the purposes of administering the pages, for record keeping, for considering and / or addressing any comments made and for running competitions and campaigns. No attempt will be made to further identify social media subscribers except where requested and authorised by law.

Disclosure

Barking Gecko Theatre will disclose personal information when it permits that information to become known outside Barking Gecko Theatre and where it releases it from its effective control. For example, Barking Gecko Theatre would be said to have 'disclosed' your personal information where:

- it shares that your personal information with another entity;
- it publishes your personal information on the internet so that it is accessible by others;
- where one of its staff reveals your personal information in the course of a conversation with a person who does not work for Barking Gecko Theatre; or
- where one of its staffs sends a document containing your personal information to someone who is not you.

Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

Barking Gecko Theatre Social Media Community Standards



We enjoy receiving your feedback, thoughts and questions as we share with you our work, behind the scenes updates and other stories which we feel are important to us and our community.

Barking Gecko Theatre strongly believes that Facebook should be a pleasant and respectful platform for everyone. Difference in opinion is welcome but we ask that you do this politely and with respect, please stay on topic and using offensive language will not be tolerated. We do reserve the right to delete and block any user, comments or posts that are reasonably considered offensive, or which unreasonably upset our community.

On liking or following our Barking Gecko Theatre accounts you accept to abide by our social media community rules of engagement:

- No profane, defamatory, offensive or violent language
- No "trolling", or posting deliberately disruptive statements meant to hijack comment threads or throw discussions off-track
- No attacks on specific groups or any comments meant to harass, threaten or abuse an individual
- No hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
- No links or comments containing sexually explicit content material
- No discussion of illegal activity
- No spam, link baiting or files containing viruses that could damage the operation of other people's computers or mobile devices
- No violations of copyright or intellectual property rights
- No content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the post or the page

For more, please refer to Facebook's Statement of Rights and Responsibilities at: <http://www.facebook.com/terms.php>

Photos and Videos

If you share or repost a photo, video or text from any of our channels, please include any credits as we have done and link back to our page or website. Please do not use any of our content for commercial purposes.