

Tas Casting & Co Pty Ltd (ABN 76 653 581 018)

Privacy Policy

What we do

We understand that part of Tas Casting & Co Pty Ltd (TC). TC's role involves the collection of personal information required to source and provide skilled talent for the commercial, film and television industry.

We respect your privacy

Tas Casting & Co Pty Ltd (TC) respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. TC adheres to the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act). The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed. Personal information is, generally speaking, information or an opinion relating to an identified, or reasonably identifiable, individual. This policy explains the types of personal information that we may collect and hold, how that information is used and with whom the information is shared. It also sets out how you can contact us if you have any queries or concerns about this information.

A copy of the Australian Privacy Principles may be obtained from the Australian Government website at [The Privacy Act - Home \(oaic.gov.au\)](http://www.oaic.gov.au)

What kind of Personal Information do we collect and hold?

We collect and use Personal Information about businesses that we deal with and associated talent that we cast for the purpose of finding the best fit for our client. The Personal Information that we collect includes:

- Name
- Address
- Phone number
- Email address
- Pertinent personal information, height, build etc.
- Images
- Financial information required for payroll purposes
- Bank account details
- Superannuation information

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by TC with your permission and 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 do we collect personal information?

TC collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

When you communicate with TC through submission forms on our website, via email or via a submission link accessible on TC social applications, you are communicating with us electronically, and thereby you are consenting to receive communications from us electronically or by other means available. We will communicate with you electronically or by telephone. It is further understood that all agreements, notices, disclosures, and other communications that we provide to you electronically satisfy any legal requirement that such communication be in writing.

TC collects your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. TC may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When TC collects Personal Information TC will, where appropriate and where possible, explain to you why the information is being collected and how it is to be used.

TC may also collect information about visitors to our website. Generally, this information cannot be used to identify particular individuals however in some circumstances it may include a visitor's email address, which could be linked to the individual.

Why do we collect, hold, use and disclose Personal Information?

We collect, hold, use and disclose Personal Information for the purposes of providing professional Casting Services. We may use or disclose your Personal Information for another purpose only if:

- You consent to the use or disclosure of the information; or
- The use is one that an individual would reasonably expect us to use or disclose the information for and the use or disclosure is related to the provision of managed services to our clients, for example, we may disclose or give access to Personal Information to service providers or subcontractors which are engaged in connection with:
 - The provision of managed services; or
 - Providing services to us.

Access or disclosure of Personal Information to service providers or subcontractors is only provided if and to the extent reasonably necessary for providing the above services.

The collection, holding, use and disclosure of Personal Information of our clients' customers are governed by:

- The Privacy Policy
- Contractual arrangements we have with our clients' and;
- Applicable laws, such as The Privacy Act (1988), Evidence Act 1995 (Cth) and any other applicable legislation or regulations which may require us to disclose any other personal information to a third party, including at law.

Security of your personal information

TC is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

TC takes the storage of your personal information seriously. Physical files are stored securely and all other information is stored electronically and password protected.

Access to your personal information

You may request details of personal information that TC hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at admin@tascasting.com.

TC reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

Third party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that TC is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each website that collects personal identifiable information.

Cookies

Cookies are small pieces of data that are transferred to your computer's hard drive through your Web browser from our Web Server. A cookie cannot read data from your hard disk or read cookie files that may have been created from other sites. TC website employs cookies as a means of providing personalisation for our visitors

Changes to Privacy Policy

Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Privacy Policy.

Complaints About Privacy

We take complaints seriously. If you have a complaint about our privacy practices or policy please contact us at:

admin@tascasting.com