

Privacy Policy

Alliance Française French Film Festival (AF FFF)

Effective Date: [Insert Date]

The Alliance Française French Film Festival Ltd ("we," "us," "our") is committed to protecting your privacy, in accordance with applicable privacy laws, including the Australian Privacy Principles (**APPs**) and the Notifiable Data Breach Scheme contained in the *Privacy Act 1988* (Cth) (**the Privacy Act**)

This Privacy Policy sets out how we process, collect, use, disclose, and protect your personal and sensitive information, in accordance with the Privacy Act.

Where the information we collect comprises of 'personal information' as the term is defined in the Privacy Act, that personal information is collected and used in accordance with the APPs.

By accessing our website, using our services, entering our competitions or otherwise providing us with personal information, you confirm that you have read and agree to the terms of this Privacy Policy and expressly consent to the collection, storage, use and disclosure of your personal information in accordance with the terms of this Privacy Policy.

If you do not feel comfortable with any aspect of this Privacy Policy or do not agree to the terms of this Privacy Policy, please immediately leave the website, discontinue the use of our services and contact [*insert*].

1. Information We Collect

We collect different types of information depending on your interaction with us. We collect information about:

- Clients and customers (such as festival attendees).
- Competition entrants.
- Third parties that assist with our operations (such as competition hosts)
- Other people who use our online services.

We do not have a direct relationship with all of the persons listed above. Where we collect the information of a third party, it may not be reasonable for us to provide that person with notice of collection of their personal information. Nevertheless, such information is collected, held, used, and disclosed in accordance with the APPs.

2. Your Personal Information

We collect your personal information for the primary purpose of conducting our business, which includes performing our functions or activities, maintaining our relationship with you, providing our services to you, hosting competitions, processing competition entries and communicating with you about our services. We may also use your personal information for secondary purposes related to the primary purpose, in circumstances where you would reasonably expect

such use or disclosure. This includes personal information, which may also comprise of sensitive information.

Examples of personal information we may collect include:

- **Personal Details and Contact Information:** Name, title, gender, date of birth and contact details (such as email address, phone number, and mailing address).
- **Preferences:** Your preferences for receiving newsletters or communications from us and our partners.
- **Payment related information:** Credit card, billing and transaction information.
- **Competition Entries:** Data provided when entering our competitions, including responses and preferences.
- **Website Use Data:** IP address, browser type, and usage data collected through cookies and analytics tools.
- **Information Collected by Us:** Marketing information and preferences, information from customer surveys, product research, marketing campaigns and your interactions with us.
- **Other information:** Any other information you provide to us, or any other relevant information collected by us.

Some of the information we collect may be 'sensitive information' (as defined in the Privacy Act). Sensitive information (which is also personal information) includes information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health information.

3. How We Collect Your Information

We collect your personal information in a number of ways:

- **Directly from you** – such as when you communicate with us directly (for example, via phone or email), subscribe to our newsletters or opt in to receive communications from our partners.
- **Directly from you (electronically)** – such as through interacting with our website or social media platforms.
- **Through promotional materials and marketing** – such as when you enter our competitions or attend our promotional activities or sponsored events.
- **Technical data** – data that is automatically collected from your device when you use our website.

We will only retain your information for as long as required for the purpose the information was collected, or to comply with legal obligations. When we no longer need to use your personal data, it is removed from our systems and records or anonymised so that you can no longer be identified from it (unless stated otherwise).

4. How We Use Your Information

We use your personal information for:

- **Competitions** – such as to administer competitions and notify winners.
- **Marketing** (including direct marketing)– such as to send newsletters and updates about the Alliance Française French Film Festival. Any direct marketing will provide you the opportunity to “unsubscribe” at any time, as outlined in section 7 below.
- **Performance** – such as to improve our service, to manage the website and improve your user experience
- **Services** – to provide the goods and services that customer request.
- **Legal obligations and Insurance** – to comply with legal obligations, respond to lawful requests by public authorities or for insurance purposes.
- Any other purposes which we disclose to you when we collect your information or to which you have provided consent (such as sharing your contact details with our sponsors and partners if you have opted in to receive their communications.)

5. Disclosure of Your Information

Generally, we will only use the personal data that we collect about you for purposes connected with our business operations, including to communicate with you. Depending on the context in which your personal data is collected, we may share your personal information with:

- **Sponsors and Partners:** such as for marketing purposes (if you have opted in to receive their communications).
- **Service Providers:** such as to email marketing platforms, IT providers, and analytics tools to assist in delivering our services.
- **Competitions:** to assist with running our competitions.
- **Third Parties:** third parties, such as third-party partners assisting us in management and delivery of services (these partners will have their own respective privacy policies).
- **Legal or Regulatory Authorities:** if required by law or to protect our legal rights.

We will not sell, rent, or share your personal information with third parties for purposes unrelated to this policy.

6. International Disclosure of Your Information

We do not generally disclose your personal information to overseas recipients. However, our related entities and some of our service providers may be located overseas and, as a result, personal information collected and held by us may be transferred overseas.

If your information is transferred, we will ensure the recipient is subject to law similar to Australia or we will put in place appropriate mechanisms to ensure that this transfer otherwise complies with the Privacy Act.

If your data is disclosed overseas, it may be disclosed to recipients located in:

[insert]

7. Consent and Opt-Out Options

By participating in our competitions or subscribing to our communications, you consent to the collection, use, and sharing of your information as outlined in this policy. You may withdraw your consent at any time by:

- Clicking the "unsubscribe" link in any email you receive.
 - Contacting us directly at [Insert Email Address].
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8. Data Security

We take reasonable steps to protect your personal information from unauthorized access, use, or disclosure. Personal information we collect and hold is stored on secure servers and is only accessible by those persons who need access to the information or in order to carry out our services. However, no data transmission over the internet or electronic storage is completely secure. While we strive to protect your data, we cannot guarantee absolute security.

9. Your Rights

You have the right to:

- **Access your Information:** you may make a request to access the personal information we hold about you. We will take reasonable steps to allow you to access your information and may request that you cover our reasonable costs for providing you with access.
- **Correct your Information:** you may make a request to correct your personal information if you believe the information is inaccurate or incomplete.
- **Deal with us anonymously or use a pseudonym** (where reasonably possible) - in such circumstances, we will not ask for your personal details unless they are necessary, however, this may affect the services we can provide to you.
- **Make a complaint** - if you believe that we have interfered with your privacy in our handling of your personal information. We will attempt to resolve your complaint in accordance with our internal complaints' resolution process, within a reasonable time period. However, we will attempt to investigate the complaint, determine if a breach has occurred and take action (if required) within 30 days of the complaint.

To exercise these rights, please contact us at [Insert Contact Details].

10. Cookies and Website Analytics

We collect information about you regarding your use of our website, which may include internet usage, browsing history, search history and interaction history with our website.

Our website also uses 'cookies' (small data files containing information about you that is stored on your hard drive) to enhance your experience and analyse usage patterns. You can manage or disable cookies through your browser settings, but doing so may interfere with your use of our website.

For more details, refer to our Cookie Policy.

11. Changes to This Privacy Policy

We will ensure that this policy is reviewed regularly, and we may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Updates will be posted on our website with the "Effective Date" noted.

12. Contact Us

If you have any questions, concerns, or complaints regarding this Privacy Policy or how your personal information is handled, please contact us:

Alliance Française French Film Festival Ltd

Email: info@affrenchfilmfestival.org

Address: Level 8, 257 Clarence st, Sydney NSW 2000

We aim to respond to all inquiries promptly and address any concerns effectively.

Thank you for trusting us with your personal information.