

Animal Logic

Privacy Policy

1. Purpose of this policy

Your privacy and our obligations to you around our collection and use of your personal information are important to Animal Logic Pty Limited and its related bodies (collectively **Animal Logic**).

This privacy policy explains the purpose for which Animal Logic collects, uses and discloses personal information, the types of personal information that Animal Logic may collect, who information may be collected from and the processes that Animal Logic has in place to enable individuals to access or update their personal information, or to lodge a complaint.

Animal Logic respects your privacy and is committed to complying with the Privacy Act 1998 and any other applicable privacy laws (**Privacy Laws**). Animal Logic may avail itself of any exemptions or exceptions available to it under such laws.

2. Collection of information

The main purposes for which we may collect personal information include:

- the assessment of the suitability of people applying for employment with Animal Logic
- the development, production, distribution and promotion of audio visual productions produced or serviced by Animal Logic

Animal Logic may collect personal information from you:

- when you apply for employment at Animal Logic
- when you submit a project to us or are involved in a project being submitted to us
- when you make contact with us and disclose personal information to us

Animal Logic may collect this personal information in person, in writing, over the phone, by email, on line through social media platforms and via our website, via video or other live recordings. There may also be occasions when we collect personal information about you from third parties, including from:

- Participants in Animal Logic productions
- Agents and other representatives of performers and artists
- Contractors that supply services to Animal Logic

- Financiers, distributors and funding bodies associated with our productions

Animal Logic may supplement the personal information collected with information from other sources such as publicly available information.

The personal information Animal Logic collects depends on the reason it is sought. The personal information collected about you may include your name, address, telephone number, email address, work contact details, gender, your appearance and physical characteristics (including photographs) and date of birth.

When you apply for a job at Animal Logic, we may obtain additional information such as your education, qualifications and work history and more sensitive information such as your medical history, criminal record and authority to work in Australia.

Animal Logic will only collect sensitive information about you if you consent to us collecting that sensitive information. Sensitive information includes information or opinion about: racial or ethnic origin, membership of professional, political or trade association or trade union, an individual's criminal record and health information about an individual.

Animal Logic requires that you do not provide Animal Logic with any sensitive personal information unless Animal Logic specifically requests that information.

3. Use and disclosure of information

Animal Logic may disclose personal information:

- to third party service providers engaged by Animal Logic such as its auditors or an accounting or payroll company for the administration of the staff payroll or other third party contractor, including its employees, engaged on a production produced or serviced by Animal Logic
- to producers, financiers and distributors of productions produced or serviced by Animal Logic
- to Australian Federal and State Government departments or agencies providing production incentives grants and rebates to productions requiring information necessary for compliance with the conditions of such film incentives and rebates such as name, place of residence, nationality, state of residence and contract details such as payment and benefits
- to producers of productions accessing production incentive grants and rebates provided by Australian Federal and State Government departments or agencies to enable those producers to comply with the conditions of such film incentives and rebates such as name, place of residence, nationality, state of residence and contract details such as payment and benefits
- by including your name in the credits of productions serviced or produced by Animal Logic for which you worked
- to any of its related bodies corporate on the basis that entity will comply with this Privacy Policy.

4. Storage and security of information

Animal Logic seeks to keep your personal information safe and secure. Whether it be as a hard copy or in an electronic format, information kept at Animal Logic's offices is protected by a security system and there are procedures in place to protect data stored electronically (via email and stored on computers or electronically) including password protection and restricted access procedures.

Animal Logic ensures its employees and contractors are aware of the need to protect personal information and to adhere to this privacy policy and the Australian Privacy Principles.

Animal Logic will not disclose your personal information to third parties except:

- as set out in this privacy policy
- for the particular purpose for which the personal information was collected
- with your consent
- as required or permitted by law

5. Your right to access your personal information and to request corrections

You have a right to request access to or correction of your personal information held by us. If you wish to access, correct or update any personal information we may hold about you, please contact Animal Logic's Privacy Officer. However, we may refuse access where the Privacy Laws allow us to do so.

Animal Logic will endeavour to respond to your written request for access or correction within 30 days of its receipt. Animal Logic may charge a fee, as appropriate, in certain circumstances in order to facilitate access to your personal information. No fee is charged to correct information.

6. Changes to this Privacy Policy

Animal Logic may change its privacy policy from time to time and the revised policy will be posted on the Animal Logic website.

7. Complaint process

Please contact us if you have any concerns about the use by Animal Logic of your personal information or believe Animal Logic has breached the Privacy Laws.

All queries or complaints will be addressed by Animal Logic's Privacy Officer at the contact details set out below: communications@al.com.au

If the complaint is not resolved to your satisfaction, you may wish to contact the Office of the Australian Information Commissioner:

Telephone: 1300 363 992

Website: www.oaic.gov.au