



## **OCHRE COMMUNICATIONS PRIVACY POLICY**

Ochre Communications is committed to protecting your privacy, taking all necessary steps to protect it.

### **Types of Information Collected**

Ochre Communications collects information from people and organisations when we are contracted to provide communications services, as well as from those who attend training workshops and/or subscribe to our communications resources. This information usually consists of contact details and information pertaining to the project/campaign or training undertaken. Other information may be collected in the form of an evaluation, such as in the case of a workshop, or information relating to projects/campaigns, including images of people. In the case of information and images collected for use in our arts practice, we will seek authorisation for the use of these materials from the person/s involved via an authority form. This authority provides permission to use the material in the manner described in the document.

From time to time we may seek permission from training participants to use comments in the evaluation forms for the purposes of promoting our services.

We protect your information from loss, misuse, alteration, or unauthorised disclosure. Our sub-contractors do not have access to your information unless you have provided written permission to do so. We endeavour to comply with relevant Australian privacy legislation.

We will not sell, transfer, assign or rent your customer information to any third party.

We do not collect any information of a private nature via this website.

### **Links to other Web Sites**

This site has links to other websites, however Kim Goldsmith and Ochre Communications is not responsible for the privacy policies or the content of any such sites.

### **Queries**

If you have questions, concerns or complaints about our Privacy Policy or practices, you may contact:

Kim V. Goldsmith

T: 02 6887 2288

E: kim\_ochre@bigpond.com