

Peter Cowan Writers Centre Privacy Policy

Peter Cowan Writers Centre recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information. This document is our privacy policy, and it tells you how we collect and manage your personal information.

The kind of information collected:

Information is taken directly from a member through the Membership Form. The information consists of the member's name or pseudonym, the member's postal address, the member's telephone/mobile number and the member's email address. The postal address is necessary so that a membership card can be mailed to the member and an email address so that they can receive updates and the monthly e-Bulletin. If a member chooses not to give an email address or telephone/mobile number, a name and postal address is sufficient for membership.

Information is taken directly from attendees at writing groups. This information consists of the name or pseudonym of the attendee, and if they choose to receive notifications of ongoing dates of the groups, the attendee can give their email address so that they can be contacted.

Information is taken directly from attendees at workshops. This information consists of the name or pseudonym of the attendee, and their email address to facilitate updates regarding the workshop.

Information is taken directly from a competition entrant through an Entrant Form. This information consists of the entrant's name or pseudonym, the entrant's postal address, the entrant's telephone/mobile number, the entrant's email address, and by ticking either the Student 12-18 box or the Novice box on the Entrant Form. The postal address is necessary to send the winning entrant their prize and ticking either the Student 12-18 box or the Novice box is necessary as these are specific categories that receive a prize. If these boxes are not ticked the entrant is ineligible for the Student and Novice prizes. The email address is for notification of results. If the entrant chooses not to give a telephone/mobile number the entry is still accepted.

In the case of specific programs such as the Four Centres Emerging Writers Program the information is taken directly from the potential mentee. This information consists of the name or pseudonym and the email address of the potential mentee to facilitate updates and confirmation of acceptance to the program. If the potential mentee is accepted into the program, their contact telephone number is required for quick access in case of change of venue etc.

Information is taken directly from the mentors and workshop facilitators. This information consists of the name and email address of mentors and workshop facilitators.

If a photograph is taken at an event for use on the website, a Notification of Permission Form will be taken from the people who appear in the images. These forms explain the purpose of the photographs, why they are to be used on the website, and include signed permission from the individuals.

How information is collected and held:

All information is taken directly from the member/attendee/workshop facilitator/mentee/mentor. The information is stored in an online database with restricted access.

How an individual may seek access to personal information, seek correction of such information, or make a complaint:

All members are asked to update their information on their Membership Form annually and can seek correction of their details at any time by sending an email to Peter Cowan Writers Centre. If a member asks to sight their Membership Form this can be arranged by the member attending the centre with appropriate identification documents. If an individual wants to make a complaint about a suspected breach of privacy law, they can do so by sending an email to Peter Cowan Writers Centre outlining the issue.

Disclosure of information to overseas or secondary parties

Peter Cowan Writers Centre is the primary recipient of all information given. Peter Cowan Writers Centre DOES NOT disclose information to secondary or overseas recipients.

In the case of the Four Centres Emerging Writers Program, Peter Cowan Writers Centre will share the names of the mentees and mentors with Fremantle Press as the Program is a collaboration between Fremantle Press, Western Australia's Department of Local Government, Sport and Cultural Industries and the four local writing centres.

Followers who 'like' the Centre's Facebook page use the Facebook platform based on Facebook's Terms and Conditions and Facebook's Privacy Policy.

Monies paid by members, competition entrants and workshop attendees are processed through Eventbrite which has its own Terms and Conditions and Privacy Policy.