

HOME FIRE OPERATIONS PRIVACY POLICY

1. About this policy and our commitment to your privacy

- 1.1 This Privacy Policy (**Policy**) applies to Home Fire Operations Pty Ltd ACN 668 802 266 (**Home Fire Operations, we, our or us**), and describes how Home Fire Operations collects, handles and protects the privacy of your personal information.
- 1.2 Home Fire Operations manages Perth Film Studios, including by renting out facilities, supporting daily operations, and facilitating productions.
- 1.3 We are committed to protecting your privacy and understand the importance of protecting your personal information. This Policy outlines the types of personal information that we usually collect, the purposes for which we collect it, to whom we disclose it, how we hold and keep it secure, and your rights in relation to your personal information, including how to complain and how we deal with complaints.
- 1.4 We will handle your personal information in accordance with this Policy and applicable laws, including the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**), the *Spam Act 2003* (Cth) (**Spam Act**) and other applicable State-based privacy and health records legislation.
- 1.5 This Policy does not apply to:
 - (a) the personal information of our employees; and
 - (b) the handling of personal information by our related entities.
- 1.6 We may update the Policy from time to time by publishing changes to it on our website.

2. What is 'personal information'?

- 2.1 In this Policy, **personal information** means any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not. In general terms, personal information is any information that can be used to personally identify you, either on its own or when combined with other information reasonably available to us. It does not include information that is de-identified.
- 2.2 Some of the personal information we may need to collect about you may include **sensitive information**, which is a special category of personal information that is given extra protection under privacy laws. Sensitive information includes information about your health, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal history, genetic information, biometric templates, and biometric information.
- 2.3 **Health information** is any personal information about your health and can include information or opinion about your illness, injury or disability.

3. What personal information do we collect and hold?

The types of personal information we collect about you depends on the dealings you have with us. This generally includes your full name and contact details (email address and phone number) and may also include the following, depending on the dealings you have with us:

- (a) **customers (productions):**
 - (i) job title;
 - (ii) billing information;
 - (iii) production schedules;
 - (iv) details of the services being provided to a customer (to the extent those details contain personal information);
- (b) **contractors:**

- (i) bank account information (for payments);
 - (ii) certifications / licences;
 - (iii) job title;
 - (iv) working schedules;
- (c) ***individuals applying for a job with us:***
 - (i) employment history;
 - (ii) resumes;
 - (iii) references;
 - (iv) disclosed sensitive information (e.g. criminal record checks and health information);
 - (v) qualifications;
 - (vi) academic records;
 - (vii) personal alternative contact details;
 - (viii) superannuation fund details;
- (d) ***general public and prospective customers:***
 - (i) inquiry details;
 - (ii) details of the services being requested (to the extent those details contain personal information);
 - (iii) job title;
- (e) ***site attendees:***
 - (i) CCTV footage;
 - (ii) photographs for access passes.

4. Can you deal with us anonymously or using a pseudonym?

- 4.1 Where possible and lawful, you may interact with us anonymously or using a pseudonym. For example, if you contact us with a general question we will not record your name unless we need it to adequately handle your question.
- 4.2 However, for many of our functions and activities we usually need your name, contact information and other details to enable us to provide our services or products to you.

5. How do we collect your personal information?

- 5.1 We may collect personal information from or about you in different ways, including:
 - (a) from you directly when you interact with us, e.g. from our discussions with you (in-person or via phone call), when you complete a form (online or in-person), from your emails, when you enter into a contract with us, and from your interactions with our website;
 - (b) through third parties with whom we interact, including production companies and service providers; and
 - (c) from publicly available sources, including social media profiles (e.g. LinkedIn) and publicly available directories.
- 5.2 If you apply for a job or contract position with us, we may also collect personal information about you from third parties and publicly available sources, including:

- (a) recruitment firms;
- (b) your referees;
- (c) government departments to verify your entitlement to work in Australia;
- (d) police agencies to obtain your criminal history record;
- (e) academic institutions;
- (f) consulting medical practitioner;
- (g) superannuation fund provider; and
- (h) your current or previous employers.

6. How do we collect your information via our website?

- 6.1 When you visit our website, we may also use 'cookies' or other similar tracking technologies that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our website may not work as intended for you if you do so.
- 6.2 Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit, search engine referrals and the internet protocol address assigned to your computer.

7. For what purposes do we collect, hold, use and disclose your personal information?

We collect your personal information for the following purposes, depending on the dealings you have with us:

- (a) to provide and manage our services (eg, renting facilities and managing schedules);
- (b) to respond to an individual's inquiry;
- (c) to maintain our relationships with customers;
- (d) for general management and reporting purposes, such as invoicing and account management;
- (e) to comply with our legal obligations;
- (f) to improve and assess the performance of our services (including improving user experience on our website);
- (g) for site security and safety;
- (h) for onboarding purposes;
- (i) for recruitment purposes (including assessing suitability for roles and maintaining a talent pool);
- (j) to promote events, good and services offered by us;
- (k) to promote events, goods and services offered by the Arts and Culture Trust;
- (l) to enable the Arts and Culture Trust to undertake research and assessments of persons using or proposing to use Perth Film Studios or otherwise acquiring goods and services from the Perth Film Studios.

8. To whom do we disclose your personal information?

- 8.1 In the course of our dealings with you, we may disclose your personal information to the following persons:

- (a) the Arts and Culture Trust;
- (b) our third party service providers (including our cloud storage and other IT providers);
- (c) recruitment agencies;
- (d) our legal and other professional advisers; and
- (e) any other third party where required by law to do so.

8.2 Some of our cloud storage providers may be located overseas for example, in the United States.

8.3 Please refer to the Arts and Culture Trust's privacy policy for information about how the Arts and Culture Trust handles personal information (available at <https://www.artsculturetrust.wa.gov.au/privacy/>).

9. How do we use your personal information for marketing?

9.1 We may, with consent where required, use your personal information to identify products or services that you may be interested in, and to contact you from time to time (whether by email, SMS, telephone or mail) to tell you about such events, products or services, and/or to provide you with general industry news. For example, we engage in direct marketing to production executives and companies via email, industry events, and newsletters.

9.2 You can withdraw your consent to receiving direct marketing communications from us at any time by contacting our Privacy Officer using the contact information in section 13 of this Policy.

10. How do we hold your personal information and keep it secure?

10.1 We store your personal information in hard copy and electronically. Electronic information is stored on onsite servers and with third party storage providers (i.e. secure cloud services). We take reasonable and appropriate steps (including by implementing organisational and technological measures) to protect your personal information from misuse, interference and loss, as well as from unauthorised access, modification or disclosure.

10.2 We will only keep your personal information for as long as it is required for the purpose for which it was collected or as otherwise required or authorised by applicable law. If we no longer need to hold your personal information for any reason and we are no longer required by law to keep it, we will take reasonable steps to de-identify or destroy that information. These steps may vary depending on the nature of the information, the way it was collected, and how it was stored.

11. How can you access and correct your personal information?

11.1 We will endeavour to ensure that the personal information collected from you is up to date, accurate and complete.

11.2 You may request access to, or correction of, the personal information we hold about you at any time by contacting our Privacy Officer using the contact information in section 13 of this Policy. We will need to verify your identity before responding to your request. Subject to any applicable exceptions or requirements, we will provide you with access to the personal information you request within a reasonable time and usually within 28 days. If we decide to refuse your request, we will tell you why in writing and how to complain.

12. How can you make a privacy complaint?

12.1 You can make a complaint in writing to our Privacy Officer using the contact information in section 13 of this Policy. We will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.

12.2 If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (**OAIC**) via the OAIC website, www.oaic.gov.au.

13. How can you contact us?

If you have a question or comment regarding this Policy or wish to make a complaint or exercise your privacy rights, please contact our Privacy Officer by emailing enquiries@homefire.com.au.

Dated: December 2024