



# PRIVACY POLICY

## ARTFORCE BRISBANE MANAGED BY ARTFULLY PRIVACY POLICY

Artforce Brisbane is an open access community art program that enables Brisbane residents, regardless of age or artistic experience, the opportunity to design and paint murals on one of over a 1000 traffic signal boxes (TSBs) and a small selection of Energex Pad-mount Transformers (EPTs) located across 26 Brisbane wards. Artforce Brisbane is funded by and is an initiative of Brisbane City Council. The management of Artforce Brisbane is contracted by Council to Artfully, an independent arts consultancy based in Brisbane.

The services Artforce Brisbane offers include:

- Developing and delivering a community art program that fulfils all of the program aims, including full community access, placemaking strategy, design submission evaluation, and graffiti reduction.
- Maintaining a comprehensive, accurate database which includes a record of all painted TSBs and EPTs, their number, location, and year painted, the name of the artist/participant, artwork statement, artwork photographs and descriptions, including a publicly accessible online Artforce Gallery.
- Promoting the Artforce Brisbane program across the broader community.
- Liaising with all relevant stakeholders including local Ward offices and facilitating any required community consultations.
- Purchasing, collating and distributing the Artforce Artists Pack / Equipment Box.
- Managing and participating in the Artforce Awards hosted by Brisbane City Council.

For the purposes of our Privacy Policy, these are referred to as “our services”.

### How does Artforce Brisbane collect information?

Artforce Brisbane collects information in a number of ways:

- Participant information, of both private individuals and public organisations, which includes contact details (name, street address, postal address, email address, phone number/s). Contact information is collected regularly by Artforce Brisbane through the Registration of Interest and Subscription processes on the Artforce Brisbane website and through direct email program registrations, subscriptions and inquiries. It is also collected through the Design Submission process.
- Participant information which includes personal profile information (age, gender, cultural and community identification groups - First Nations, Culturally/Linguistically diverse; LGBTIQ; Disability community). Profile information is collected through the Design Submission form both as a requirement (age) and also as an optional provision through general statements regarding participant background and artwork design description. Profile information is also collected through the participant feedback survey.

Artforce Brisbane does not ‘rent’ lists of names and contact details in order to use participant information to promote products and services.



# PRIVACY POLICY

This Privacy Policy focuses on how we handle the information about organisations and individuals who engage with our services. It applies to all organisational and personal information it handles, whether collected online or otherwise.

## **What information does Artforce Brisbane collect and how is it used?**

Artforce Brisbane collects information on organisations and individuals so we can provide you with our services, manage our relationship with you, communicate with you effectively, and identify which of our services best meet your requirements. It may be used to notify you about services and promotions offered by us.

### *Information collected that is made publicly available:*

For program participants, Artforce Brisbane collects information for its online Gallery to enable the general public and other stakeholders to view artworks produced through the Artforce Brisbane Program. Each artwork is attributed with the producing participant's name, as well as artwork title, date, artwork statement, box number and location.

These details are occasionally provided to third parties where Artforce Brisbane considers that the third party can supply information or services that will be of benefit to organisations. Third parties may include (but are not limited to) government departments and statutory bodies, industry and community organisations.

### *Information collected that is not made publicly available:*

For program participants, Artforce Brisbane collects participant contact details and profile information, in order to effectively deliver the program services.

Participant contact details and profile information are not made publicly available. They can be provided to media organisations for promotional purposes on a case by case basis as required. Artforce Brisbane will notify participants if their contact details are given out in this way.

Participant contact details and profile information are shared with Brisbane City Council as part of the artwork design assessment process and in accordance with the Artforce Brisbane Management Agreement between Brisbane City Council and Artfully.

Participant profile information is used to build a 'snapshot' of participation trends and to monitor participation trends over time, particularly in regards to assessing and improving the accessibility of the program and the diversity of community participation.

These statistics are not made publicly available. They are provided to Brisbane City Council in reporting documents in an aggregate format, where no individual or specific organisation can be identified.



# PRIVACY POLICY

## **Individuals: What information does Artforce Brisbane collect and how is it used?**

When you register for Artforce Brisbane, we will ask you to provide your contact details, including name, email address, phone number (optional) and suburb of residence. When submitting an artwork design, we will ask you to provide contact details (phone, email and street address) for yourself and contact details (names and addresses) of any additional participants that may be helping you to produce your artwork.

This information is added to a mailing list for issuing program information, including notices of box releases for painting application.

When submitting an artwork design, we will ask you to provide profile information, including age/date of birth, gender (optional), any general information about yourself that you wish to provide as part of a background statement or within the statement about your artwork design.

This information is used to create records for the Artforce Brisbane database and online Gallery. It is also submitted to Brisbane City Council in order to assess and approve artwork designs for painting.

We also ask participants to complete an evaluation form on the program when they have finished their painting which requests additional profile information, including whether you identify with any of the following community groups: First Nations Peoples, Peoples from culturally and linguistically diverse backgrounds; LGBTIQ; People with a disability.

This information is not made publicly available. It is used by Artforce Brisbane to determine who in the Brisbane community is engaging with our programs and services, to inform future planning.

## **Disclosures required by law**

Your personal information is collected and handled by us in accordance with the *Information Privacy Act 2009*. Artforce Brisbane will make disclosures of personal information if it is required to do so by law.

## **Access and Correction**

You have a right to seek access to information which Artforce Brisbane holds about you or your organisation.

You have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

If you wish to seek access to the information Artforce Brisbane holds about you, contact Artforce Brisbane by phone or email. We will assume that your request will relate to our current records about you which are held in our databases and files. If this information is duplicated across different records, we will generally provide you with one printout of this information. We will not charge you for the cost of providing this access.

Page | 3

## **Artforce Brisbane**

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An initiative of



*Dedicated to a better Brisbane*



# PRIVACY POLICY

If you are of the view that the information about you is not accurate, complete or up to date, you should provide Artforce Brisbane with your request for correction, which will be considered in a timely way.

## Confidentiality

Artforce Brisbane only permits your details to be accessed by authorised personnel. It is a condition of employment that Artforce Brisbane employees and contractors not disclose confidential information.

## Contacting Artforce Brisbane

If you have any questions or comments about this Privacy Policy or if you wish to discuss how Artforce Brisbane has handled information about you, please contact the Artforce Brisbane Program Coordinator:

Telephone: 0428 095 939

Email: [info@artforcebrisbane.com.au](mailto:info@artforcebrisbane.com.au)

## Changes to this Privacy Policy

This Privacy Policy was adopted by Artforce Brisbane on 21 September 2020. It may change from time to time.