

Trax FM Privacy Policy

Pirie Community Radio Broadcasters Inc — trading as Trax FM

251 The Terrace, Port Pirie SA 5540 PO Box 887, Port Pirie SA 5540 Phone: 08 8633 2111

Email: accounts@traxfm.org.au

1. Purpose

This Privacy Policy outlines how Pirie Community Radio Broadcasters Inc — trading as Trax FM collects, uses, stores, and discloses personal information in accordance with the Privacy Act 1988, the Australian Privacy Principles (APPs), the Community Broadcasting Codes of Practice, and ACMA regulatory obligations. The Station is committed to protecting the privacy of listeners, volunteers, staff, members, sponsors, and contributors.

2. Scope

This policy applies to all Station personnel, all platforms operated by the Station, and all personal information collected through Station activities.

3. What Personal Information We Collect

The Station may collect:

- Contact details
- Membership information
- Volunteer and employment records
- Competition entries
- Donor and sponsorship details
- Audio recordings
- Website analytics
- Emergency contact information

4. How We Collect Information

Information may be collected through:

- Membership forms
- Competitions
- Interviews
- Website forms
- Social media
- Sponsorship transactions
- Events

5. Use of Personal Information

The Station may use personal information for:

- Membership administration
- Volunteer coordination
- Program production
- Competitions
- Sponsorship activities
- Communication
- Compliance
- Safety procedures

6. Disclosure of Personal Information

The Station may disclose personal information to:

- ACMA
- Emergency services
- Third-party service providers
- When consent is provided

The Station will **not** sell or trade personal information.

7. On-Air Privacy

The Station:

- Respects privacy during interviews, call-ins, and broadcasts
- Obtains consent before recording or broadcasting identifiable information
- Avoids broadcasting private information
- Ensures minors are interviewed only with appropriate consent

8. Data Storage and Security

The Station protects personal information from misuse, loss, unauthorised access, modification, and disclosure through:

- Secure systems
- Locked storage
- Restricted access
- Backups

9. Access and Correction

Individuals may request access to or correction of their personal information by contacting the Station's Privacy Officer.

10. Website, Streaming & Digital Privacy

The Station may use cookies, analytics tools, and tracking pixels to improve services. Users may disable cookies if preferred.

11. Recordings, Interviews & Call-Ins

The Station:

- Informs individuals when recording
- Obtains consent
- Avoids broadcasting private information
- Stores recordings securely
- May remove recordings upon request unless legally required to retain them

12. Children and Young People

The Station:

- Obtains parental consent for minors
- Avoids unnecessary data collection
- Ensures compliance with ACMA and CBAA guidelines

13. Complaints Handling

Privacy complaints can be made in writing. The Station will:

- Acknowledge the complaint
- Investigate
- Respond

Unresolved complaints may be directed to:

- OAIC
- ACMA
- CBAA

14. Policy Review

This policy is reviewed every two years or when legislation or regulatory requirements change.

15. Contact

Privacy Officer Pirie Community Radio Broadcasters Inc — trading as Trax FM

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