

Discovery Space Privacy Collection Notice



How and why we collect and disclose personal information

When you purchase a ticket or make a booking to visit the Discovery Space, you may be asked to supply information about you and any members of your group (including children under the age of 16 years). Generally, this will include your name, contact details and billing information. The primary reason we collect and use this information is so that you can receive Discovery Space services such as entry tickets, to process payments, and any related purposes, for example to keep you informed about Discovery Space related activities via electronic direct mail. For membership identification purposes, photographs of named members including child members are required. Your provision of this personal information is voluntary, however some services, such as membership services, may not be available to you if you do not provide these details.

From time to time, Discovery Space staff or its employees may seek written permission from parents/guardians to photograph, film or record child/ren for marketing and/or promotional purposes. Signage will be placed at the activity location on days where photography, filming or recording may take place. Photographs, films or recordings used as promotional or marketing material may be shared publicly including on our website, social media accounts, and electronic direct mail (subscription newsletter).

The Discovery Space will not disclose your personal information to third parties outside of these terms and conditions unless you have authorised us to do so for specified purposes, or as required by law, for example, if there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

Storage and security of personal information

The Discovery Space will store your personal information electronically including in our Point of Sales system Roller and is subject to Roller terms and Condition available [here](#). Our security procedures along with our technological systems provide a rigorous security environment which restricts access to authorised staff only.

How you can access your personal information

You have the right to access your personal information that is held the Discovery Space, and to request that personal information held about you be kept accurate and up-to-date. As the accuracy of information held depends largely on the information you provide, we recommend that you keep us up-to-date with any relevant changes.

Questions or complaints

If you have a concern or question regarding privacy or how personal information is managed please contact UOW's Privacy Officer at:

- Email: icu-enquiry@uow.edu.au
- Phone: (02) 4221 4368

UOW's [Privacy Policy](#) and [Privacy Management Plan](#) and privacy homepage at <http://www.uow.edu.au/about/privacy/index.html> provides further information UOW's regarding management of personal and health information.