

Inspired Mind Lab — Privacy Policy

Last updated: 19th August, 2026

Inspired Mind Lab ("we", "us", "our") is committed to protecting your privacy and handling your personal information with care. This policy explains what information we collect, why we collect it, how we store and use it, and your choices. It applies to our website and to the programs and events we run.

Who we are

Inspired Mind Lab creates hands-on STEAMM (Science, Technology, Engineering, Art, Math and Medicine) learning experiences for children in the communities we serve. If you have any questions about your privacy or this policy, you can contact us at contact@inspiredmindlab.com.au

What information we collect

We collect only the information we need. Depending on how you interact with us, this may include:

- **When you register for a workshop:** the participating child's name, preferred name (if provided), age and other information needed to manage their participation, and the name and contact details of the parent or guardian registering them. We may also collect information you choose to provide about the child's school, support needs, medical, allergy or accessibility requirements, as well as your consent preferences for photos, video, audio and communications.
- **When you add your name to our community petition:** your name, suburb, and the number of children under 15 in your household. We collect this information only to show community support and do not use it to send marketing emails or add you to our mailing list. See our "Our petition" section in this policy.
- **When you register your interest in future opportunities or join our mailing list:** We collect your name, email address, suburb, and postcode. We may also ask about your child's age group and the types of STEAMM opportunities you are interested in so we can better understand community interest and plan future workshops, classes and learning opportunities.
- **When you contact us through our website or by email:** We collect your name, contact details, and the content of your message.

We do not knowingly collect more information than we need, and we do not collect sensitive information (such as health details) except when you provide it for participant safety at an event.

Why we collect it and how we use it

We use the information we collect to:

- Register children for workshops and communicate with parents and guardians about the event they have registered for.
- Keep participants safe, including responding to medical, allergy or accessibility needs on the day.
- Demonstrate community support for our STEAMM activities to funders, councils and partners, using petition information as a measure of community support.
- Send email updates about future workshops, classes and learning opportunities to people who have chosen to receive them.
- Understand community interest, including the age groups, locations and types of STEAMM opportunities families are interested in, to help us plan future activities.
- Respond to enquiries and improve our learning experiences.

We will only use your information for the purpose you gave it to us, or a directly related purpose you would reasonably expect.

Photos, video and audio at events

At our workshops, we may take photographs, video or audio recordings. We only do this with consent. We collect consent for photos, video, and audio recordings separately through our photo and media consent process at the time of registration, and we manage it under that consent and this policy together. You can decline photo and media consent without affecting your child's ability to take part. On the day, we use a simple system (for example, coloured ribbons) to help ensure we only photograph or record children whose parent or guardian has given consent.

Where consent has been given for photos, video or audio recordings, we separately ask whether approved content may be used for Inspired Mind Lab marketing and communications purposes.

Our petition

Our community petition shows support, not a mailing list. If you add your name, we use it only to count how many people support STEAMM workshops in their community when we approach funders and partners. We will not email or contact you because you signed the petition. We keep petition information separate from our mailing list, and we never merge the two. If you would like to hear about future Inspired Mind Lab workshops, classes and learning opportunities, you can register separately to receive email updates.

How we store and protect your information

We take reasonable steps to keep your personal information secure. We store information in secure, access-controlled systems, and only the core Inspired Mind Lab team can access it. We use trusted third-party services to collect registrations and expressions of interest, run our website, and send email communications. These providers may process and store information on our behalf under their own security and privacy obligations. We keep your information only as long as we need it for the purpose it was collected, then remove it securely.

Who we share it with

Inspired Mind Lab holds the personal information we collect, and only our core team can access it. We do not sell your personal information, and we do not share it with anyone else except:

- Where you have given us permission.
- Where we are required to by law.
- Where it is necessary to protect the safety of a participant or another person.
- Where a trusted service provider processes information on our behalf (for example, our registration, form, website or email services), in which case they may only use it to provide that service to us.

Where we report to funders or partners, we share numbers and de-identified information only, never your personal details, unless you have specifically agreed.

Children's privacy

Because our workshops and learning opportunities are for children, parents or guardians provide most information about children. We ask that only a parent or guardian registers a child or provides information about them.

We handle children's information with particular care and only collect what we reasonably need to run activities safely or understand interest in future opportunities.

Your rights and choices

You can ask us at any time to:

- See the personal information we hold about you or your child.
- Correct information that is wrong or out of date.
- Remove your information or unsubscribe from email updates.

To make any of these requests, contact us at contact@inspiredmindlab.com.au, and we will respond within a reasonable time.

Changes to this policy

We may update this policy from time to time. The latest version will always be available on our website, with the last updated date shown at the top.

Contact us

If you have any questions, concerns or requests about your privacy, please contact us at contact@inspiredmindlab.com.au