



COLLIE ART GALLERY

Collie Gallery Group Inc. | PO Box 826, Collie, Western Australia, 6225 | ABN 97 915 516 185

Privacy Policy

The Collie Gallery Group Inc. manages the Collie Art Gallery.

The Collie Gallery Group Inc (ABN) (the **Gallery Group, Art Gallery, we, our or us**) is committed to respecting your privacy. The Collie Gallery Group is bound by the *Privacy Act 1988* (Cth) (the **Privacy Act**) and the Australian Privacy Principles. This privacy policy sets out our practices in relation to the collection, use, storage and disclosure of personal information.

The Gallery Group may modify or update this privacy policy from time to time by publishing it on this website. We encourage individuals to check our website periodically to ensure that they are aware of our current Privacy Policy. If you have any questions in relation to this privacy policy, please contact us using the details set out at the end of this privacy policy.

By providing personal information to us, you consent to our collection, use and disclosure of that personal information on the terms of this privacy policy and any additional contractual or other arrangements that apply between us.

Throughout this privacy policy, we refer to your 'personal information'. Personal information means information about or an opinion about an identified individual or an individual who is reasonably identifiable.

1 Information we collect about you

The Gallery Group only collects personal information that we require to perform our functions. The types of information we collect and our purposes for collecting that information include:

✂ **Membership of the Collie Art Gallery** – when you become a member of the Art Gallery, we will collect your name, address, phone number, email address, date of birth. You may also elect to provide us with other information, including your employer and/or position. We will use this information to process your membership fee and donation, issue any tax receipt to which you are entitled, contact you to invite you to renew your membership, record and acknowledge your support if relevant, and contact you by email or mail from time to time with information about the Art Gallery, its supporters and details of the events that are offered to our members. Throughout your membership we may also collect information on your membership type history, as well as your programs and event attendance history, your product utilisation history and contact and interaction notes.

✂ **Other supporters and volunteers** – if you are a current or potential Gallery supporter or volunteer, we may collect your name, address and other contact details, other personal information and records of our communications with you. We will use that information to

encourage, record and acknowledge your support where applicable (including in the Art Gallery Annual Report) and to contact you from time to time about our activities and for promotional purposes.

✂ **Financial donors** – if you make a donation online, we will collect your name, address, internet address and any other information you may choose to provide..

✂ **Assisting with your enquiries** – when you call us, fax us or write to us, or when you enquire in person at the Gallery you may choose to provide us with your name and contact details so that we can respond to your request or to provide you with information about the Art Gallery 's services or activities.

✂ **Online visitors** – In general, you can visit the Collie Art Gallery website without telling us who you are or revealing anything about yourself.

We may generally collect the personal information directly from you, including when you contact us by email, through our website, over the telephone, fax or in person. We may also collect personal information from mailing lists from other galleries.

We may also collect personal information from publicly available sources. As a general rule we do not collect sensitive information (as defined in the Privacy Act). However, if we do, it will usually be for the purposes of providing our services and, where the law requires us to, we will seek your consent to collect it.

2 Use and disclosure of your personal information

We use and disclose the personal information that we collect in order to:

- ✂ process your membership or booking;
- ✂ provide you with our booking and other services;
- ✂ facilitate event admission;
- ✂ respond to your enquiries;
- ✂ communicate with our members and supporters;
- ✂ improve our services and activities to our members;
- ✂ maintain our databases and distribution lists of members, supports and volunteers;
- ✂ conduct our general business activities, including without limitation:
 - interacting with our contractors, services providers and agents;
 - undertaking billing and administration;
 - evaluating the effectiveness of our activities;
 - assessing applicants for positions as employees or volunteers.

We disclose your information to the third parties listed below, for those purposes outlined in this Privacy Policy, and only to the extent necessary for those third parties to perform their duties to us:

- ✂ financial institutions (such as the Bendigo Bank) when you provide us with your account details for online bookings or membership whom processes online payments on our behalf;
- ✂ contracted service providers who arrange our newsletters and other communications to be posted to your electronic or mailing addresses;
- ✂ other parties in a non-personalised, aggregated format (ie. non-identifiable);

↳ other entities as required or authorised by law.

3 Security of your personal information

Once any personal information comes into our possession, we will take all reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure in compliance with the requirements of the Privacy Act.

We remind you, however, that the internet is not a secure environment and that no data transmission over the internet can be guaranteed to be completely secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information that you transmit to us, and you do so at your own risk.

4 Cookies

The Art Gallery may use cookies for site administration purposes. If for any reason an individual wishes not to take advantage of cookies, the individual may have his or her browser not accept them, although this may disable or render unusable some of the features of the Art Gallery Society Website. The Art Gallery 's website may also detect and use an individual's IP address or domain name for internal traffic monitoring and capacity purposes or to otherwise administer the website. No personal information is obtained, rather the patterns of usage of visitors to the website may be tracked for the purposes of providing improved service and content based on aggregate or statistical review of user site traffic patterns.

5 Links

The Art Gallery 's web pages and email newsletters may contain links to the websites of other organisations which may be of interest to you. Linked websites are not controlled by the Art Gallery and we are not responsible for their content or information privacy practices.

6 Accessing and correcting your personal information

In general, you have the right to access the personal information the Art Gallery holds about you. To request access to your personal information, please contact us using the details set out below. You can access your customer account details over the phone or in person via staff members.

When you request access to your personal information, we may be required to verify your identity. To allow us to do so, please send your request to us whether by email or mail. We will acknowledge your request and will respond within a practical time after your request is made

If you believe that the personal information we hold about you is not complete, accurate or up-to-date, you may contact us to seek correction of that information. We will take reasonable steps to correct such personal information. If we are not able to correct your personal information in the way you request, we will notify you of the reasons for our refusal (unless it would be unreasonable for us to do so).

7 Making a complaint

You may make a complaint about our handling of your personal information by contacting us using the details set out below. We will generally acknowledge your request and let you know what the next steps are for resolving your complaint.

8 Contact us

You have a right to access personal information we hold about you. If you wish to access your personal information, make a correction to your personal information, would like more information about our approach to privacy or want to make a complaint about your information privacy, please contact us:

admin@colleartgallery.org.au

(08) 9734 2921