

## **RANDWICK ART SOCIETY INC PRIVACY & SECURITY POLICY**

Randwick Art Society Inc. (RAS) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian National Privacy Principles (NPP's) contained in the Privacy Act 1988 (Commonwealth). The NPP's govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the National Privacy Principles may be obtained from the website of the Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Information doesn't have to be sensitive or private to be Personal Information. Anything about a person is Personal Information.

Examples of Personal Information we collect include:

- a) Information about members and former members, such as names, addresses, email addresses, phone numbers, offices held on Committee, awards, skills, photographs, ABN numbers, GST registration information, artist profiles, RAS member art-related activities (such as details of solo exhibitions), RAS exhibition rosters, and bank account details for payments to RAS members related to sales and refunds, etc.
- b) Information about people who are not RAS members, such as publicly available information about people involved in art-related activities, as well as customer contact and/or bank account details for payments related to sales and refunds, etc.

This Personal Information is obtained in many ways including via membership applications, in person, by correspondence, by telephone, by email, via our website [www.randwickartsocietyinc.org.au](http://www.randwickartsocietyinc.org.au), via our Facebook site, via our Instagram site, from your website, from media and publications, from other publicly available sources and from third parties, e.g., PayPal secure online payment and transactions facility on the RAS website connected to your online purchase. We don't guarantee website links or the policy of authorised third parties.

This information is held by RAS in various forms, such as in Committee meeting minutes, the RAS Newsletters, correspondence by email and by letter, on RAS promotional material, on the RAS membership list database, on the RAS website, the RAS Facebook site, the RAS Instagram site and so on.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Personal information contained in RAS membership directories is only to be used in connection with RAS membership and may not be used for any other purposes.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our members, customers and visitors to our activities, both online and in person activities, and for marketing purposes.

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

Also, there may be times when disclosure of Personal Information is a necessary condition of RAS membership.

If a RAS member is unhappy with the use of specific Personal Information, such as content/photographs of the member (either in a group or solo photograph)/images of a member's artwork displayed on the RAS website, RAS Facebook site, RAS Instagram site, the RAS Newsletter or RAS promotional material, the RAS member can request that the content/image be updated (if incorrect) or be removed by contacting us in writing.

You may cancel your RAS membership and/or unsubscribe from our mailing and/or promotional lists at any time, by contacting us in writing.

### **Sensitive Information**

RAS does not collect or keep Sensitive Information about you. Sensitive Information is defined in the Privacy Act to include information or opinions about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

### **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties, e.g., via the PayPal secure online payment and transactions facility on the RAS website connected to your online purchase. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### **Disclosure of Personal Information**

Your Personal Information may be disclosed to other parties outside of RAS in a number of circumstances, including the following:

- a) Third parties where you consent to the use or disclosure; and
- b) Where required or authorised by law.

### **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in RAS files, (hard copy and electronic), which will be kept by us for a minimum of 5 years.

### **Access to your Personal Information**

You may access the Personal Information we hold about you and update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

RAS will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

RAS uses the process of annual membership subscriptions for new and returning members to encourage members to check their details and to send in corrections, updates, or changes of address.

If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable, so we can update our records and ensure we can continue to provide quality services to you.

## **RAS Website, Facebook Site, Instagram Site, Newsletter & Promotional Material**

### RAS Members

Images of RAS members (both solo or in groups) engaging in various art-related activities, content about a RAS member (e.g. about their art-related activity or artist profile), and artwork by RAS members may be displayed on the RAS website, including the RAS website Online Gallery, as well as on the RAS Facebook site, the RAS Instagram site, in the RAS Newsletter, and in RAS promotional material, (e.g. for demonstrations, workshops and exhibitions.)

By becoming a RAS member and/or by registering to sell your artwork online via the RAS website Online Gallery as an exhibiting RAS member – and having your content/images displayed on the RAS website, RAS Facebook site, RAS Instagram site, RAS Newsletter and RAS promotional material, you are allowing RAS to use your name, content and images, royalty free and without pay, to promote RAS members, their artwork and RAS.

RAS members' Personal Information and content/images will not be sold for use by RAS to any other organisation or website or used for any other purpose other than for what it was intended.

All content/images on the RAS website, RAS Facebook site, RAS Instagram site, RAS Newsletter, or RAS promotional material are protected under copyright of either RAS or the RAS member artist. Any content/images cannot be downloaded or used without written permission from RAS or the RAS member artist who created the work.

### Customers

By purchasing artwork from RAS either at its in person exhibitions or via the RAS website Online Gallery you may be asked to provide contact details, bank account details and /or credit card information to a nominated RAS member (on behalf of the RAS Treasurer) or via the RAS website third party PayPal secure online payment transactions facility.

Any Personal Information received by RAS (as outlined above) related to a customer purchase, will not be sold for use by RAS to any other organisation or website or used for any other purpose other than for what it was intended, i.e. in connection with the purchased artwork.

## **Policy Updates**

This Policy may change from time to time and is available on our website.

## **Privacy Policy Complaints and Enquiries**

If you have any questions about our Privacy Policy please contact us by email using: randwickartsocietyinc@gmail.com or by mail at P.O. Box 1062 Randwick NSW 2031.