



Artists Society of Canberra Inc

## **PRIVACY POLICY**

### **Introduction**

The Artists Society of Canberra Inc (ASOC) is committed to protecting the privacy of personal information it collects, holds and administers.

Personal information is information which directly or indirectly identifies a person.

### **Purpose**

The purpose of this policy is to provide a framework for ASOC in dealing with privacy considerations.

### **Policy**

ASOC collects and administers a range of personal information for the purposes of membership, exhibition and tutorial management. ASOC is committed to protecting the privacy of personal information it collects, holds and administers.

ASOC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and are compliant with The Privacy Act, 1988 (Cth).

ASOC is bound by laws which impose specific obligations when it comes to handling information and has adopted the following principles as minimum standards in relation to handling personal information.

ASOC will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the

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information and how we administer the information gathered;

- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## Complaints

- If you wish to lodge a complaint about our handling of your personal information or our compliance with our privacy policy or Privacy Law, contact details are on our website: <https://asoc.net.au/asoc-contact/>.
- We will contact you to acknowledge your complaint as soon as possible after receiving your complaint. We will investigate your complaint and provide you with a written response. If we are unable to resolve your concern, you may request an independent person to investigate your complaint, such as the Privacy Commissioner.

## AUTHORISATION

MC Secretary

September 2020

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