

Artists Society of Canberra Inc

PRIVACY POLICY

Policy number	003	Version	001
Drafted by	Vickie Hingston-Jones	Approved by MC on	<<insert date>>
Responsible person	<<insert name>>	Scheduled review date	<<insert date>>

INTRODUCTION

The Artists Society of Canberra Inc Management Committee 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 document 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 tutorage 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 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.

AUTHORISATION

[Signature of MC Secretary]

[Date of approval by the MC]

Artists Society of Canberra