



## PRIVACY POLICY

Red Hill Gallery takes all reasonable measures to protect and maintain the privacy of our clients. The gallery utilises and adheres to the guidelines and principles as outlined in the *Privacy Act 1988. Act No. 119 Amended on 20 December 2006.* (Summary below) Whilst employing personal information in the performance of our organisational activities, we manage and secure this information in accordance with these guidelines.

To help you understand our Privacy Policy we have outline our standard procedure.

### 1. Collection of personal information

Information such as and including, name, address, telephone and email address may be gathered from

- Client Personal Information Forms
- Email or website enquiries
- Purchases in the gallery
- Attending Exhibitions or events
- Visiting our website

### 2. Storage of Information

Information is stored

- Electronically or in written form within the Gallery.
- To provide information, services or assistance with the performance of standard operating procedures of the Gallery.
- To provide our clients with the best service possible
- And is restricted to only those employees who need to utilise the information in the performance of relevant and standard Gallery procedures
- And safeguards and precautions against misuse, loss, modification, disclosure or unauthorised access, by all reasonable means to protect the privacy and confidentiality of the information.

If you do not wish to receive invitations and information about our Galleries, your wishes will be respected.

### 3. Disclosure of Information

- We may disclose information if we are required by law to do so.
- We do not disclose your information to third parties without your consent except in the circumstance of providing you with services requested
- Or as is outlined below in Principle 11 under the *Privacy Act 1988*

If you require any further information about our privacy policy, please contact the Directors of Red Hill and Emporium Galleries. Graham and Margaret Campbell-Ryder (07)3368 1442 or [art@redhillgallery.com.au](mailto:art@redhillgallery.com.au)



# Privacy Act 1988

Act No. 119 of 1988 as amended

on 30 December 2006

taking into account amendments up to Act No. 170 of 2006

## Principle 4

### Storage and security of personal information

A record-keeper who has possession or control of a record that contains personal information shall ensure:

- (a) that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- (b) that if it is necessary for the record to be given to a person in connection with the provision of a service to the record-keeper, everything reasonably within the power of the record-keeper is done to prevent unauthorised use or disclosure of information contained in the record.

## Principle 9

### Personal information to be used only for relevant purposes

A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant

## Principle 11

### Limits on disclosure of personal information

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
  - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
  - (b) the individual concerned has consented to the disclosure;
  - (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
  - (d) the disclosure is required or authorised by or under law; or
  - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.