

## Multicultural Arts Victoria Privacy Policy

Multicultural Arts Victoria respects the privacy of our participants, members, partners and employees. We are committed to protecting the personal information you give to us.

### **Privacy Act**

The Federal Government has a law called the Privacy Act 1988(Cth) that includes 10 National Privacy Principles that apply to private sector organisations. This law tells us what information we can collect about you, how we use it, how we store it and who we can give that information to. For more information about the Privacy Act you can phone the Office of the Privacy Commissioner on 1300 363 992 or go to their website [www.privacy.gov.au](http://www.privacy.gov.au).

### **What personal information do we collect and why?**

#### *General*

When you give us your name, address and phone number we record it on our database so that we can send you information about MAV (newsletters, special events, Annual General Meeting etc). If at any time you don't want to receive information you can phone us and we will remove you from the mailing list on our database.

#### *Artists*

As an arts organisation we often get calls for multicultural brokerage work, as an organisation that advocates for multicultural arts and work for multicultural artists we seek to generate work for you as an artist. If you do not want us to pass on your artistic details for work please phone us and we will not distribute your information.

#### *Payment Details*

For our financial records, we do keep credit card or other payment details on record. This information is for financial reporting and stored securely in hard copy format.

#### *Sensitive Information*

Multicultural Arts collects information about a person's cultural background.

We collect information from members so that we can advocate on your behalf and for statistical purposes for funding applications.

We collect information from our participants and employees so that we can provide safe and supportive environments for everyone involved and to advocate for multicultural arts.

MAV will not use this information for any purpose other than the one stated at the time of collection, without your consent.

### **How do we collect information?**

We collect information in a number of ways including:

- when you call MAV for information
- when you visit our website
- when you submit information for our artist register (located on our website and on file)
- when you enrol as a member

- when you enrol for a seminar, forum
- when you book tickets for an event
- on employee contracts & information forms

### **Keeping your information secure**

All information given to us is stored securely whether it's held on our database or in hard copy. Personal information can only be accessed by authorised staff members. Our computer system is protected by user names and passwords and any hard copies are secured at the MAV office.

### **Confidentiality**

MAV staff sign a confidentiality clause as part of their contracts. This means that they cannot disclose any personal information that you reveal to them, (including information given during the course of a conversation) without your express permission.

### **Disclosing Information**

We do not give any other individual or organisation access to our database or mailing lists without your approval.

In some instances, contractors may have access to your personal details (for example, our computer system is accessed by volunteers/ placements). MAV will ensure that those contractors/placements are also bound by the National Privacy Principles.

### **How to access your personal information**

If you would like to access the information we hold about you, you need to contact the Administrator of MAV in writing. We will endeavour to give you access to the information within two weeks. In order to maintain the confidentiality of your personal information, we will ask for specific identification before we can give you access.

If the information we hold is incorrect or not up to date we will make changes as soon as possible.

In the unlikely event that we are unable to provide you with access to your personal information for legal reasons, we will provide you with reasons for denying access.

### **More information**

If you require more information or have any questions, please contact the Administrator or Executive Officer, MAV.