VICTORIAN COLLECTIONS

PRIVACY POLICY

Current as at 26 March 2020

The purpose of the Privacy Policy (**the Policy**) is to let you know how Victorian Collections:

a) manages the privacy of personal information of our content contributors and users; and

b) encourages content contributors to responsibly manage access to personal information in their online collection data.

For the purpose of the Policy, Victorian Collections refers to both the website platform and partners of the project: **Australian Museums and Galleries Association of Victoria** (**AMaGA Victoria**) and **Museums Victoria** (**we**, **us**, and **our**). Please note that data collection is performed by AMaGA Victoria and data storage is performed by Museums Victoria. The Policy does not cover the collection material that you upload to the Victorian Collections website.

How we protect your information

Victorian Collections is committed to protecting the privacy of our content contributors and users. Victorian Collections has security measures in place to protect the loss, misuse and alteration of your information under our control. Our Policy is guided by the Information Privacy Principles of the *Privacy Act 1988.*

What personal information do we collect and hold?

We collect personal information from our content contributors when you register for an account on Victorian Collections, including your name, email address and phone number.

How do we collect your personal information?

We may collect your personal information during conversations between you and our representatives; or when you complete an application online.

For what purposes do we collect, hold, use and disclose your personal information?

Museums Victoria and AMaGA Victoria may access this data for administrative reasons to process your application, provide technical support, or communicate with you about Victorian Collections.

We may send you direct marketing communications and information about our services that we consider may be of interest to you. At any time you may opt-out of receiving marketing communications from us by contacting us (see the details below) or by using opt-out facilities in our e-bulletins and we will then ensure that your name is removed from our mailing list.

To whom may we disclose your information?

We may disclose your personal information to our employees, contractors or service providers for the purposes of providing services and technical support. Your personal information will not be given to third parties unless your permission is given. Your personal information will not be disclosed to people overseas.

How can you access and correct your personal information?

To access and correct the personal information held by Victorian Collections, please contact the Program Manager at admin@victoriancollections.net.au.

What is the process for complaining about a breach of privacy?

We request that complaints about breaches of privacy be made in writing, so we can be sure about the details of the complaint. To make a complaint about a suspected breach in privacy, please contact the Program Manager at admin@victoriancollections.net.au.

Cookies & analytics

Users of the Victorian Collections website are advised that Victorian Collections collects data relating to website interactions using Google Analytics, for the purpose of improving user experience. These analytics may be shared in a de-identified format with third parties, i.e. contributors or our funding partners, for the purpose of improving user experience or reporting.

In some cases we may also collect your personal information, including IP addresses, through the use of cookies. We use this to research our users' habits so that we can improve our online products and services. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them.

Considerations for contributors

Victorian Collections encourages our content contributors to take care when making information pertaining to individuals in their collection publicly accessible. You can find out more on the contributor Help page.

Contacting u

If you have any questions about the Policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please contact our Program Manager at admin@victoriancollection.net.au.

Changes to our privacy policy

We may change the Policy from time to time. Any updated versions of the Policy will be posted on our website. Please review it regularly.