

## **REDLAND MUSEUM INC**

### **PRIVACY POLICY**

Redland Museum respects your privacy and has policies to responsibly protect your personal information from unauthorised disclosure.

When you apply for membership, we collect your personal contact information such as name, address, telephone and/or mobile numbers, and email address. This enables us to send you minutes of General Meetings of members, advice of our Annual General Meetings and membership renewal, and details of events, exhibitions and other activities for you to enjoy.

The Museum Management Committee encourages its members to collaborate with other members to discuss opportunities for the benefit of the museum, its members and its visitors. When you sign the membership application, you give your consent for your personal contact information (excluding address) to be given to other members if requested and only if required to discuss museum business-related purposes.

As a member, you may also wish to be a volunteer. You will be asked to sign a Volunteer Agreement which includes giving consent for your personal contact information to be available to other volunteers for the purposes of organising museum tasks and social activities.

The museum uses the software program, *MembershipWorks*, to store your personal contact information in its *Register of Members*. Event bookings are also processed through this program. The museum uses a secure, external payment gateway for online payments.

*Redland Museum Incorporated Constitution (amended Edition 2017)* provides that a member of the museum must not use other members' contact information for the purposes of advertising political, religious, charitable or commercial content. The museum will never sell your data or disclose your personally identifiable information to external agencies unless required by law. Any individual member found to have done so will be subject to disciplinary action.

The museum's members, volunteers and employees may on occasions take videos and photographs of people enjoying events and activities to be placed on the museum's facebook, or used in the museum's newsletter or annual report. If children are involved, we will always obtain the written consent of parents or guardians.

If you require further information, please contact [secretary@redlandmuseum.org](mailto:secretary@redlandmuseum.org) or telephone the museum on 3286 3494.

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