

Privacy Policy

This Policy was last reviewed and updated on: **13 August 2025**



1. Introduction

Your privacy is important

MAANZ is committed to protecting the privacy of personal information which we collect, hold and administer. "Personal information" means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

MAANZ may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the MAANZ operations and practices and to make sure it remains appropriate to the changing legal environment. MAANZ follows the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988

This privacy policy assumes that you are resident in Australia. If you are resident **outside Australia**, please contact us for more information regarding how we treat your personal information.

2. Purpose

The purpose of this policy is to provide a framework for MAANZ to deal with privacy considerations.

3. Scope

This policy applies to the MAANZ Executive, Branch Reps, Committee Appointees, Opus Oracle Editor and Social Media representatives and other persons working in both paid and voluntary roles in the service of MAANZ.

4. Information Type, Collection and Use

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us. The personal information we collect about you might include:

- name
- mailing or street address
- date of birth
- email address
- phone number
- website or social media links
- profession

We collect your personal information directly from you when you:

- interact with us online
- participate in surveys or questionnaires
- attend or participate in a MAANZ event
- become a member or renew your membership
- subscribe to our mailing list

Sensitive Information

Under certain circumstances such as for membership surveys or for the administration of events, MAANZ may need to collect sensitive information about you.

- This might include information about your racial or ethnic origin, sexual preferences, dietary needs or health information.
- If we collect your sensitive information, we will do so only with your consent and we will take appropriate measures to protect the security of this information.
- We do not collect your personal information from third parties or through publicly available sources

Use of personal information

We use personal information for many purposes in connection with our functions and activities, including the following purposes:

- provide you with information or services that are part of your membership
- deliver to you a more personalised experience and service offering
- administrative purposes including the operation of MAANZ events
- improve the quality of the services we offer
- internal administrative purposes
- marketing and research purposes

Disclosure of personal information to third parties

We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to third party service providers for MAANZ events (for example, galleries, event organisers or caterers) for MAANZ events).

Protection of your personal information

MAANZ will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- taking measures to restrict access to only personnel who need that personal information to effectively provide services to you
- having technological measures in place for example, anti-virus software, password protection, a limited number of authorised users who can access the data holding areas of the website

Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

How to access and correct your personal information

MAANZ will endeavour to keep your personal information accurate, complete and up to date.

If you wish to make a request to access and/or correct the personal information we hold about you, you should make a request by contacting us and we will usually respond within 7 days. We will deal with such a request by following the procedure outlined below:

- The Membership Secretary will amend your information as requested and confirm with you that this has been done.
- You are also able to correct or amend your personal data yourself, once logged in, through your profile settings

5. Online activity

Cookies

The MAANZ website uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website(s) before, so we can distinguish you from other users of the website. This improves your experience on MAANZ's website

We do not use cookies to identify you, just to improve your experience on our website(s). If you do not wish to use the cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website's functionality may be affected.

Website analytics

Our website uses WIX Analytics to help us better understand visitor traffic, so we can improve our services. Although this data is mostly anonymous, it is possible that under certain circumstances, we may connect it to you.

Direct marketing

We may send you direct marketing communications and information about our services, opportunities, or events that we consider may be of interest to you if you have requested or consented to receive such communications. These communications may be sent in various forms, including mail, SMS, and email, in accordance with applicable marketing laws, such as the Australian Spam Act 2003. You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so.

You may opt-out of receiving marketing communications from us at any time by following the instructions to "unsubscribe" set out in the relevant communication.

Links to third party sites

The MAANZ website may contain links to websites operated by third parties. If you access a third-party website through our website(s), personal information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices of any third-party provider or website, and we are not responsible for the privacy policies or the content of any third-party provider or website. Third party providers / websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

6. Inquiries and complaints

For complaints about how MAANZ handles, processes or manages your personal information, please contact the president of MAANZ by emailing president@maanz.org. Note we may require proof of your identity and full details of your request before we can process your complaint.

Please allow up to 10 business days for MAANZ to respond to your complaint. It will not always be possible to resolve a complaint to everyone's satisfaction. If you are not satisfied with MAANZ's response to a complaint, you have the right to contact the Office of Australian Information Commissioner (at www.oaic.gov.au/) to lodge a complaint.

Contact

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows: **Email** secretary@maanz.org