



**MELBOURNE  
ART CLASS**

## **Melbourne Art Class Privacy Policy**

### **Our commitment**

Melbourne Art Class (MAC) recognises that your privacy is extremely important to you – it is to MAC as well. We receive and handle personal information provided by and about people every day through different channels.

We are committed to complying with the Privacy Act 1988, which includes the Australian Privacy Principles (APPs) and the Notifiable Data Breach Scheme, to ensure privacy protection for the general public, our students, teachers, employees, partners and suppliers. MAC also seeks to comply with the Spam Act 2003 that is aimed at reducing the number of unsolicited e-mails that you receive.

The information set out below is largely a summary of our obligations under the APPs. We believe that this Policy addresses any potential concerns you may have about how personal information you provide MAC is collected, held, used, corrected, disclosed and transferred. If you seek any further information, please contact us via the details below.

### **Collection**

In MAC's daily business activities, we collect and hold personal information, including the details of prospective and current students, newsletter and blog subscribers, teachers, suppliers, and partners. Our main purposes for collecting that personal information include to enrol students into classes, create and update student records and to communicate with these students; to subscribe users to our newsletter or class waiting lists; to facilitate the engagement of partners and suppliers; for employee recruitment and human resources management; to send out monthly newsletters and other educational material.

We will only collect personal information from you that is necessary for one or more of the above functions and activities. We will only collect personal information from you by lawful and fair means, without being unreasonably intrusive, such as when you complete an enrolment form, waiting list or survey etc.

Wherever it is lawful and practicable, we will give you the option of not identifying yourself or not providing personal information when entering transactions with us. However, failure to provide full and complete information we request may mean that we are unable to provide services to you fully and properly, including sending essential course enrolment information. Once we hold personal information we will take reasonable steps to keep it accurate, complete, and up-to-date.

### **Use and disclosure**

We will only use your personal information for the main purpose we told you it was needed for, except where you consent to us using that personal information for another purpose.

In relation to direct marketing, where practicable we will seek your consent before we use your personal information for this purpose. You may tell us at any time unsubscribe from receiving any further direct marketing materials – if you do, we will stop sending you such materials. This is in accordance with the Spam Act 2003.

### **Access and correction**

If you ask, we will tell you what personal information we hold about you, and what we do with it. We will provide copies or a summary of relevant documents, depending on what is most appropriate in the circumstances, following receipt of your request. Any charge we make for providing access will be reasonable. If you can show us that the personal information is inaccurate, we will take reasonable steps to correct it. Note that we need not provide access to personal information in several types of situations, for example, where a request is frivolous, or where to provide access would pose a threat to health or public safety, unreasonably interfere with another person's privacy, or be a breach of the law. If we refuse access, we will advise you of our reasons for doing so.

### **Security**

We will protect personal information from misuse and loss and destroy or permanently deidentify personal information we no longer need.

### **Cookies**

When you visit our website, details may be recorded about your visit, such as time and date, your server address, pages accessed, time spent and type of browser. This information is used in an anonymous form for statistical purposes and as such cannot identify you individually.

We may use cookies to identify your browser so that next time you visit our website we remember your log in details. A cookie is a small file which remains on your computer and contains information enabling our website to recognise your browser. If you do not wish to use cookies, you can adjust the settings on your browser to reject cookies or notify you when they are being used.

### **Third party websites**

Our website contains links to other websites, including PayPal. When this occurs be sure to check the Privacy Policy of those websites as we are not responsible for privacy practices of those other parties.

### **Complaints resolution**

We are committed to providing the general public, students, and other parties whose personal information we hold, a fair and responsible system for the handling of their complaints. If at any time you have any complaints in relation to privacy, please contact us via the details below. We will seek to address any concerns that you have through our complaints handling processes, but if you wish to take matters further you may refer your concerns to the Office of the Australian Information Commissioner.

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