

# Privacy statement

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## Contents

1. Introduction.....	1
2. Personal information.....	1
3. Collection of information.....	1
4. Uses of information.....	2
5. Access and correction of information, and opt out facility .....	2
6. Disclosure on information .....	2
7. Web privacy.....	3
8. Breaches .....	4
9. Contact information .....	4

## 1. Introduction

Under Australian Federal *Privacy Act 1988* (the Act) ICOM Australia is required to inform members on how it collects, uses and discloses their personal information.

ICOM Australia is bound and will ensure that it complies with the 10 National Privacy Principles (NPPs) prescribed by the Act.

This statement amalgamates ICOM Australia's the following separate statements into the one statement:

- Privacy statement (2001)
- Web privacy statement (2008)

## 2. Personal information

The use of the term personal information in this privacy statement means any information from which your identity is apparent or can be reasonably ascertained.

## 3. Collection of information

- 3.1 ICOM Australia is required to collect information from members to meet its obligations under relevant law, including the *Associations Incorporation Act 1991* (ACT).
- 3.2 ICOM Australia is required to collect information from members to assist them meet obligations of membership to the International Council of Museums (ICOM) based in Paris.

- 3.3 ICOM Australia collects information from individuals such as surname, title, first name, sex, date of birth, previous applications for membership of ICOM, institution's name and contact details, personal contact details when different from institutional contact details, preferred mode for receiving correspondence, category of membership, application support documentation, languages for correspondence and publications, professional specialisation, type of museum employed by, and their declaration of eligibility for membership of ICOM.
- 3.4 ICOM Australia collects information from institutions such as name, date of establishment, previous applications for membership of ICOM, postal address, telephone and facsimile numbers, e-mail and web site addresses, name of director, name and position of person for correspondence, preferred mode for receiving correspondence, category of membership, languages for correspondence and publications, category of institution, governing status, type of museum, and its declaration of eligibility for membership of ICOM.
- 3.5 Other information held by ICOM Australia may include a member's membership history and is collected directly from the member, the International Council of Museums Secretariat, Paris, or public professional sources.
- 3.6 ICOM Australia collects member information directly from membership application forms and its annual tax invoice returns.
- 3.7 At times the International Council of Museums Secretariat in Paris provides member details from its membership data base to ICOM Australia.
- 3.8 ICOM Australia supplements its holdings of member details from recent professional publications.

#### **4. Uses of information**

- 4.1 Information is collected, held and used by ICOM Australia for the purposes of:
  - a) Servicing members' membership in Australia and at ICOM headquarters in Paris.
  - b) Informing members about the activities of ICOM Australia and of the International Council of Museums.

#### **5. Access and correction of information, and opt out facility**

- 5.1 It is a member's right to access at any time the personal information ICOM Australia holds about that member and to provide amendments.
- 5.2 A member can gain access to ICOM Australia's personal record on that member by contacting ICOM Australia.
- 5.3 You can opt out of one or all of our services at any time by contacting ICOM Australia.
- 5.4 In collecting, storing and using information, ICOM Australia aims for topicality, completion and accuracy. ICOM Australia appreciates receiving members' information updates as soon as possible.

#### **6. Disclosure on information**

- 6.1 ICOM Australia discloses member details as expressly authorised by law, and to the International Council of Museums at the Secretariat, Paris.
- 6.2 Occasionally ICOM Australia may disclose member details to agents such as printers, mail houses and service providers, and to professional advisors.

- 6.3 ICOM Australia may want to disclose member details in future partnership or sponsorship arrangements. Your consent will be sought before hand on an opt in basis.
- 6.4 Membership databases are maintained by the ICOM Australia secretariat and, from time to time, members of the Executive Board including the Treasurer and Membership Secretary. These agents exchange member information for ICOM Australia business and legal compliance and practice. This may involve information being passed to the National Secretary and the Public Officer.

## 7. Web privacy

- 7.1 The ICOM Australia site abides by the Guidelines for Federal and ACT Government World Wide Web Sites issued by the Australian Privacy Commissioner.
- 7.2 You can generally visit the site without revealing personal information, unless you choose to provide such information. The information received depends upon what you do when visiting the site.

### 7.3 Site visit data

As is the case for nearly all websites, the ICOM Australia website makes a record of your visit, logging the following information for statistical purposes:

- a) your server's address
  - b) the name of the top-level domain from which you access the Internet (for example, .gov, .com, .au, .nz, etc)
  - c) the date and time of the visit to the site
  - d) the pages accessed and documents downloaded
  - e) the previous Internet address from which you linked directly to the ICOM Australia website. (In the cases where the referring site declines to pass this information on, these details are not obtained by the statistics server.)
- 7.4 ICOM Australia will not identify users or their browsing activities, except where a law enforcement agency (or government agency) may exercise a legal authority to inspect the Internet Service Provider (ISP) logs (e.g. by warrant, subpoena or notice to produce).

### 7.5 Other websites

The ICOM Australia website contains links to other sites. ICOM Australia is not responsible for the content and the privacy practices of other websites and encourages you to examine each site's privacy statement and make your own decisions regarding the accuracy, reliability and correctness of material and information found.

### 7.6 Cookies

- a) A cookie is a piece of information that an Internet website server creates and stores on your computer system when you access information at that site.
- b) Parts of the ICOM Australia site may create and store cookies on your computer system in order to allow the ICOM Australia web site to function on your system. Cookies are optional for the user. Your browser can be set either to automatically accept, not to accept or to prompt you to accept cookies.
- c) Information passed between the your computer system and the ICOM Australia web server via these cookies is not retained by ICOM Australia or its web server once the session is terminated.

## 7.7 Uses

- a) ICOM Australia will only use your personal information for the purposes for which you give it to us and for related internal management purposes.
- b) ICOM Australia will not give information about you to government agencies, private organisations or anyone else unless one of the following applies:
  - i) you have consented
  - ii) you'd reasonably expect ICOM Australia to or ICOM Australia have told you it will, for example to mailing houses, conference organisers or the like
  - iii) it is required or authorised by law
  - iv) it will prevent or lessen serious and imminent threat to somebody's life or health
  - v) the disclosure is reasonably necessary for law enforcement including the protection of revenue.

## 7.8 Security

- a) The ICOM Australia website maintains the same level of security for personal information collected in an electronic format as it does for that collected in paper format.
- b) However, if you are providing personal information via an email or an online form you should be aware that there are some risks to transmitting data via the Internet unless it is encrypted with a security certificate. In cases where no financial transactions take place, web forms usually will not have encryption.
- c) The ICOM Australia site will encrypt information and related server side mechanisms for secure data transfer in those areas where the transactions may take place (e.g. credit card details).

## 8. Breaches

If at any time you believe the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please contact ICOM Australia.

## 9. Contact information

The ICOM Secretariat is a joint operation of ICOM Australia and Museums Australia.

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