



## Privacy Policy

- 1) Marrickville Business Association is committed to the protection of your personal information. Our responsibilities are based on the Privacy requirements under The Privacy Act 1988 and The Privacy Amendment (Private sector) Act 2004.
- 2) Please note that we cannot and do not assume any responsibility for the privacy or security practices of any other websites which you may be able to access through our site.
- 3) Marrickville Business Association may make changes to this privacy policy in the future. If we do, the changes will be posted on the website.
- 4) Marrickville Business Association collects different information about you at different times. There are three broad categories of information that we collect from you:
  - a) When you first add your organisation to Marrickville Business Association, we request information such as your organisation name, address, telephone number, domain name, email details and your personal contacts details such as your name, phone number, position and email. Only your organisation details are displayed online. Your personal details are not published online but are kept for use by Marrickville Business Association for reasons explained below.
  - b) Non personally identifying information. - when you visit the public pages of our website, our Internet Service Provider makes a record of your visit and logs the following information;
    - i) your server address
    - ii) your top level domain name (for example .com, .gov, .au, .uk etc)
    - iii) the pages you accessed and documents downloaded
    - iv) the previous site you have visited
    - v) the type of browser you are using and
    - vi) date and time you visitedThis information cannot be used to identify you and is only used for statistical purposes to help us identify which parts of our Website our users visit the most, which in turn assists us to determine how to best service our users. We do not use 'cookies', which are pieces of information that a web site can transfer to an individual's computer in order to allow that web site to store information about user preferences.
  - c) Online forms and Mailing List - If you respond voluntarily to our surveys or online feedback forms, we collect the responses and use the information to improve the quality of MarrickvilleBusiness.com.au. If we display your response or feedback on our website it is accompanied by first name only or by your full name where you have given explicit permission.
    - i) When contacting or emailing the Association please understand that Marrickville Business Association only uses your Personal Information to respond to your request or answer your queries. Your email address will not be added to our mailing list unless requested by you.
    - ii) If you wish to join our mailing list via the Join Mailing List form or by selecting that option on any other form, we will add you to the Marrickville Business Association Mailing List. At any time you are able to stop the delivery of promotional email by following the specific instructions in the email you receive.
- 5) Other dealings with Marrickville Business Association
  - a) Over time Marrickville Business Association may come into contact with you and your organisation through various means such as Chamber of Commerce or other organisations or encounters. With your permission, Marrickville Business Association



- will record your details on the Association's database with the intention of contacting you with information about the Association.
- 6) The Association collects and uses your personal information to operate its website and deliver its services to you. Your personal information to provide you with:
    - a) Sales Support
    - b) General Support
    - c) Invoices
    - d) Marrickville Business Association updates
    - e) Marrickville Business Association promotional information
  - 7) The Association will treat all personal information collected from you as strictly confidential. The Association will not reveal, disclose, sell, distribute, rent, licence, share or pass onto any third party any personal information that you may have provided unless you have granted your express consent to do so
  - 8) The Association may disclose your personal information, without notice or your consent, only if:
    - a) required to do so by law or in the good faith belief that such action is necessary to conform with the laws, applicable code of conduct or legal process served on the Association in relation to its business or web site;
    - b) to protect and defend the rights or property of Marrickville Business Association;
    - c) if deemed necessary to do so in order to enforce or apply the terms of any agreements with you;
    - d) in extreme circumstances, to protect the personal safety of users of Marrickville Business Association's services, its web site, staff or the public.
  - 9) **Security** - Marrickville Business Association has implemented security features in its database to protect your personal information from unauthorised access. Servers are maintained in a controlled, secured environment.
    - a) Only staff or authorised contractors who need to have access to your personal information in order to perform their job function are authorised to access the database.
    - b) Despite these precautions, the dynamic nature of the internet and technology mean that it is not possible to guarantee that data transmission or storage will be 100% secure, or safe from attack by unauthorised intruders.
  - 10) **Complaints** - If you have a complaint about any aspect of the Association's Privacy Procedures, please contact the Business Manager on email address [admin@MarrickvilleBusiness.com.au](mailto:admin@MarrickvilleBusiness.com.au). The Association will deal promptly with your complaint. If it cannot be resolved to your satisfaction within a reasonable time, you or the Association may refer the complaint to the Privacy Commissioner.