



CUDGEGONG GALLERY  
GULGONG NSW  
AUSTRALIA

## **Privacy Statement**

The privacy of your personal information is important to us. Personal information is any information that can readily identify an individual.

### **How and why we collect personal information**

Cudgegong Gallery will attempt to collect personal information directly from you. We collect information necessary to carry out our business and we only use the information for the purpose for which it was collected. Cudgegong Gallery does not disclose personal information to any third party.

We may collect personal information as part of:

- Customer database and mailing list records
- Participation in a Gallery event
- Staff recruitment processes
- Customer surveys
- Web site use statistics

### **Type of personal information we collect**

The type of information we generally collect includes your name, e-mail, address and contact numbers. We will take reasonable steps to ensure that the personal information we collect and use is accurate, complete and up to date. We do not collect sensitive information.

Details of the personal information collected as part of our recruitment processes can be obtained by writing to the Gallery Director.

Personal information collected from exhibiting Artists is outlined in the “Artist Agreement” contract.

### **How we store information**

We store information in a number of secure databases and paper-based files. The Gallery archives some older information that is not currently in use. We also take steps to destroy or de-identify information that we no longer require.

There are also legislative requirements that require us to retain certain information for set periods of time.

### **Access to personal information**

You may request, in writing, access to your personal information. You may also request that your details be removed from our database.

### **Complaints**

If you have any complaints about the way we have managed your personal information, please write to the Gallery Director.