

Privacy Policy

This privacy policy describes how GalleriesWest protects and makes use of the information you give us, including when you use its website <https://www.gallerieswest.org.au/>. This privacy policy is current as at October 2018. If you have any questions about this policy as it relates to the website, please email info.gallerieswest@gmail.com.

Introduction

We gather and use certain information about individuals in order to administer memberships to GalleriesWest, provide services to our members and to enable certain functions on our website. We also collect information to better understand how visitors use the website and to present timely, relevant information to them.

What kinds of personal information does GalleriesWest collect?

The kinds of personal information that we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a member or prospective member of GalleriesWest, a service provider or a sponsor, or in some other capacity.

For example, we collect the following information:

1. Relevant personal details required for membership such as name, address, email, and qualifications.
2. Website usage data relating to visitors to our website.

How does GalleriesWest use personal information?

Collecting your personal information helps us understand what you are looking from GalleriesWest, and enables us to deliver improved services.

We may use personal information for a range of purposes including:

- (a) To administer activities of GalleriesWest, and its membership.
- (b) To improve the services we provide.
- (c) To contact our members in response to a specific enquiry.
- (d) To send communications to our members and sponsors.
- (e) To customise the website for visitors to our website.
- (f) To manage our relationships with our sponsors.

When does GalleriesWest disclose personal information to third parties?

In administering the activities of GalleriesWest, we may sometimes need to disclose personal information to third parties. These include, where appropriate:

- financial institutions for payment processing;
- GalleriesWest's service providers, including:
 - information technology service providers;
 - external business advisors (such as auditors and lawyers); and
- GalleriesWest's event and conference sponsors in connection with the administration of events and conferences.

Unless we have your permission or the law requires us to, we will not sell or disclose your personal information to third parties other than for administration or other purposes connected with

GalleriesWest's work. Being an not for profit organisaiton, such other purposes connected with the GalleriesWest's work may include the provision of our delegate lists to our sponsors and/or the publication of delegate lists in event programmes.

Communications

We may use your personal information to contact you with news and information about our events and activities.

You can let us know at any time if you no longer wish to receive these communications, by contacting us using our contact details above. Your consent will be deemed if you do not opt out when we offer you the opportunity to do so, and will remain current until you advise us otherwise.

Cookies and how we use them on our website

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

How we use cookies

We may use cookies on our website to:

1. Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.
2. Identify whether you are signed in to our website. A cookie allows us to check whether you are signed in to the site.
3. Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.

To recognise when you return to our website. We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it. To learn more about cookies and how they are used, visit All About Cookies <http://www.allaboutcookies.org/>.

Controlling information about you

We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. You can help us by letting us know about any changes to your details.

You can verify, update and delete the membership information we hold for you by logging in to the website and going to your account. If you would like to access or correct any other personal information we hold about you, please contact us and we will generally provide you with access to your personal information.

Security

We take reasonable steps to ensure we hold your information securely, including by implementing appropriate physical and electronic security safeguards. The website uses HTTPS encryption to protect the transmission of data between your web browser and our server. However, no data transmission over the Internet can be guaranteed as totally secure. Accordingly, GalleriesWest cannot ensure the security of any information you transmit to or from the website, and you do so at your own risk.

Links from our site

Our website contains links to other websites. Please note that we have no control of websites outside the www.gallerieswest.org.au/ domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

Intellectual Property

The information on this website, including all design, text, images, white papers, press releases, and other information, is protected under Australian copyright laws and is owned by GalleriesWest or is used under license from the copyright owner. The information may not be copied, downloaded, reproduced, re-posted, transmitted, displayed, distributed, rented, sublicensed, altered, stored for subsequent use, or otherwise used in whole or in part in any manner without our prior written consent, except to the extent that such use is authorised under Australian copyright laws.

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Disclaimer

While we attempt to ensure that only accurate information is presented on this website, we assume no responsibility for, and make no representations with respect to, the accuracy of any information presented here. Therefore, all materials and information are presented "AS IS," and we expressly disclaim any implied or expressed warranties of merchantability, fitness for a particular purpose, or non-infringement of intellectual property relating to such material. In no event, are GalleriesWest liable for any damages whatsoever arising from or related to your access to, or use of, our Website or the information or material presented herein.

Changes to this policy

We may amend this policy from time to time at our discretion. Amended versions will be posted on our website at www.gallerieswest.org.au.