

# Friends of the Tasmanian Museum and Art Gallery

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## Privacy Policy

### ***Background***

The Friends of the Tasmanian Museum and Art Gallery (FOTMAG) is an independent, incorporated membership-based community organisation whose primary purpose is to help the Tasmanian Museum and Art Gallery (TMAG) with our time, our talents and our money and to make more information available to the community about the TMAG and its collections.

The governance of the organisation is set out in the **Constitution and Rules of the Friends of the Tasmanian Museum and Art Gallery Incorporated**, a copy of which is available on request.

### ***Personal Information***

FOTMAG collects limited personal information from members and other contacts. This information includes names, contact and address details and concession eligibility details, as well as details of donations. The information is collected for the purpose of identifying members, providing member services, benefits and communications and establishing eligibility for benefits and concessions.

### ***Financial Information***

FOTMAG's records include details sufficient to establish that members have made payment for membership entitlements, attendance at events and functions and donations.

### ***Method and Maintenance of Records***

The preferred means of gathering and storing personal information of members is via FOTMAG's online membership system, which members are able to access themselves in order to review and update their personal information. This information is stored in a cloud-based, online membership system, access to which is protected by unique passwords available to each member.

Information may also be kept in hard-copy formats, such as membership forms, membership record cards and membership lists. This information is kept under lock and key at the office of the organisation and is only accessible to authorised committee members.

### ***Disclosure or Sharing of Information***

In order to provide services and benefits to members it is from time to time necessary to share limited information with other individuals or organisations who are involved with delivering services, benefits or events. Such information may include names of members who have registered to attend an event, or contact details so that members can be invited to a joint event.

Information is provided in such circumstances specifically for the purpose in question and on the condition that it is not held, stored or re-used for other purposes not related to provision of the member service or benefit.

Information is not sold or passed on to other organisations for commercial or other exploitation.

***Access to and correction of personal information***

FOTMAG's preferred method of access by members to their personal information is via its online membership system. Members may access and update their membership records by visiting [www.fotmag.wildapricot.com](http://www.fotmag.wildapricot.com) and entering their email address and user password.

FOTMAG will update and amend details for members who are unable or do not wish to update their own records using the online system. Such requests should be submitted to the Committee of FOTMAG, in writing, to:

Friends of TMAG, GPO Box 1164, Hobart TASMANIA 7001 or by email to [friends@tmag.tas.gov.au](mailto:friends@tmag.tas.gov.au)