

## PRIVACY AND SECURITY STATEMENT

This statement sets out this site's policies relating to the privacy and security of your personal information and security of your other information. This privacy and security statement applies only to this site. This site is operated in compliance with the Government of South Australia's information privacy principles (IPPs), a copy of which can be obtained at <http://www.premcab.sa.gov.au/pdf/circulars/Privacy.pdf>.

This site collects and uses the following information from users:

### **Data Automatically Collected on Visiting the Web Site**

A record of your visit and logs the following information for statistical purposes - the user's IP address, the date and time of the visit to the site, the pages accessed and documents downloaded, the previous website visited and the type of browser used. No attempt will be made to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect our service provider's logs. This information is analysed at the end of each month to determine the site's usage statistics. These statistics tell us how our site is being used and helps us improve it to make your visit enjoyable.

### **Email Addresses**

The Art Gallery of South Australia will record your email address under the following circumstances:

- If you send us a message by email
- If you include your email address in an online form
- If you subscribe to any of our online documentation

Your email address will only be used to send you a reply and will not be added to any external mailing list or used for any purpose unrelated to your business with the Art Gallery of South Australia. However, where you have explicitly consented, e.g. when you subscribe to one of our services, or you have requested to be included in our contact database, you may be added to the Art Gallery of South Australia's own mailing lists.

Email addresses and any other information of a personal nature that may have been collected via an online form are stored in a secure area. Such information is only forwarded to appropriate staff so they can answer your question, action your request for service, or approve a request made via your email address.

### **Collection of Personal Information**

When you perform an online transaction, we update our relevant databases and store transaction information to use for future transactions related to your requirements and for audit purposes.

Some examples of an online transaction include:

- Purchase of a product
- Registrations
- Completion of an online web-based form
- Subscription to a web page or document

Access to this information is restricted to Art Gallery of South Australia personnel who need to transact business with you. It is only used for purposes connected to your role as our customer. We may use the data to collate statistics about our customers (such as the nature of research undertaken or home suburb), but any statistics will not contain information that will identify individual customers.

Your personal information will not be disclosed to a third party except in accordance with the IPPs. Site administrators are required to protect and handle your personal information in accordance with the IPPs. However, we must cooperate fully should a situation arise where we are required by law or legal process to provide information about a customer. All financial information is securely transmitted using standard encryption processes and is PCI compliant.

This site and the Government of South Australia are responsible for the privacy and security of

information while it is collected, stored on or passing through this site.

You should note that there are inherent risks associated with transmission of information via the Internet. You should make your own assessment of the potential risks to the security of your information when making a decision as to whether or not you should utilise this site. There are alternative ways to obtaining information from, and transacting business with, the Government of South Australia for those users who do not wish to use the Internet.

If you do not wish to transmit the required details electronically you can contact us in a variety of ways (see [Contact Us](#)).

### **Cookies**

A cookie is a small piece of data that a web site can transfer to your computer hard drive for record keeping. The Art Gallery of South Australia may use cookies to help you access and use our site and improve the service we offer. There is no attempt by the Art Gallery of South Australia to identify you personally. The use of cookies in this way is widespread and commonly accepted by the Internet community. You can set your browser to reject any cookies that Art Gallery of South Australia may attempt to place on your computer. However, you may then be limited in your use of some areas of the site.

### **Other Web Sites**

This privacy and security statement only covers the Art Gallery of South Australia's website. It does not apply to other sites, even when we have provided you with a direct link. When a user has clicked on a link to another website, they leave this site and this privacy and security statement does not apply to those websites.

### **Privacy Guidelines**

The content of this privacy and security statement may be updated from time to time, so we suggest that if you return to this site on a regular basis that you carefully read the information provided.