

# My Place Vic West Privacy Policy

Last Updated: 12 March 2023. This electronic version of this policy is the current, approved version. Any printed version may be out of date.

My Place Vic West ("us", "we", or "our") operates <https://myplacevicwest.org> (the "Site").

## Personal Information

This policy informs you of our practices regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

You should read this policy before providing us with any Personal Information or before using our Site.

By using our Site, including but not limited to providing us with your Personal Information, you consent to the collection and use of information in accordance with this policy.

With consent, we may contact you directly.

- Personal information collected by us includes but is not limited to, your name and contact details.
- Site users and shop customers: We may collect your name and contact details via our online forms and we may also need to collect your bank account or credit card details for any financial purchases, donations, fundraising activities and/or associated documentation including invoices.
- Hub members and facilitators - We may collect your name, contact details and emergency contact details. We may also request proof of Working With Children Check (volunteer level).
- Participants - When participating in one of our many events and/or programs, we may collect your name, contact details, emergency contact details, or sensitive information like your health status or limitations.
- Personnel, including but not limited too: Employees, volunteers, hub members, site users and shop customers of My Place Vic West. We may need to collect your name, contact details, bank account, qualifications, previous experience and emergency contact details or sensitive information like your health status or limitations. We may also request proof of Working With Children Check (volunteer level).

## Changes to our Privacy Policy

We reserve the right to change this policy at any time. Any changes will take effect immediately upon their posting on our Site. Please check the 'Last Updated' banner at the top of this page to check when our policy was last updated.

If our website is acquired or merged with another company or organisation, your Personal Information may be transferred to the new owners so that we may continue to sell services and products to you and promote events and initiatives.

### **What do we do with your information?**

When you submit a form on the Site, we collect Personal Information you give us.

Personal Information we collect may also be used to maintain a list of contacts and mailing lists.

Personal Information will only be accessed by the website administrators and the appropriate hub coordinators to maintain recordkeeping and/or with your permission, contact you directly.

**Email marketing:** With your permission and consent, we may send you emails about our website, new products and other updates.

### **Consent**

When you provide us with Personal Information to complete a form, make a financial purchase or donation or register as a participant or hub member, we imply that you consent to our collecting and using of this information for that specific reason only and any record keeping processes related to the storing of Personal Information.

To withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, please email [contact@myplacevicwest.org](mailto:contact@myplacevicwest.org).

You also reserve the right to have your Personal Information deleted and/or a copy sent to you via email on request.

### **Do you have any questions or concerns?**

Please contact us at [contact@myplacevicwest.org](mailto:contact@myplacevicwest.org) if you have any questions or concerns.