Melbourne Camera Club (MCC)- Privacy Policy – February 2016

1. We collect personal information from members for the sole purposes of managing and administering the Melbourne Camera Club (MCC). This personal information may be collected through application forms, other club paperwork, meetings, individual contact and also via MCC website. (www.melbournephoto.org.au)

2. We collect personal information from non-members, volunteers, guests invited by studio users, facility users and sessional studio visitors for the sole purposes of managing the various functions and special interest groups. This information may be collected via individual contact, over the phone and also via MCC website.

3. Non-personal information for example, "Cookies", IP Addresses and transactional information are collected and stored for audit purposes through the MCC website.

4. All personal information will be held in confidence and only disclosed to directors and designated officers of the club and only used for the sole purposes of managing and administering the club and its special interest groups. Members contact details including email address will not be used for mailing on behalf of non-members nor will they be used for non-MCC functions.

5. We will not pass on or sell your personal information to any third party, business or non-member without your consent.

6. We may disclose information when legally required by law to do so or where action is necessary to conform to the laws of the state and nation, applicable code of conduct or legal process served on us.

7. From time to time we may need you to update your personal information and we will contact you with the information that we have collected via email, through forms in the Club's magazine "*Exposure"* or announcements at our meetings.

8. We may elect to change this policy from time to time and the most recent version can be obtained on request from the club or downloaded from our website.

Current as of March 2016

Next revision March 2017