



ZONTA

CLUB OF
MELBOURNE
ON YARRA INC

MEMBER OF ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

PO Box 1087, COLLINGWOOD, VIC 3066
Email: info@zontamelbourneonyarra.org.au
Web: zontamelbourneonyarra.org.au

Club No. 555
Reg A0020758W
ABN 75 413 093
525
VIC FR-000015103

PRIVACY POLICY - Zonta Club of Melbourne on Yarra Inc (ZCMOY)

PURPOSE

This Privacy Policy is to communicate why particular information is collected, managed and how your personal privacy is protected within the ZCMOY website and through communication to members, visitors and supporters. In accordance with the Privacy Act 1988 (Cth) (the **Privacy Act**) and the Australian Privacy Principles (the **APPs**), ZCMOY is committed to honouring the privacy and wishes of our members, visitors, donors and supporters at all times.

ZCMOY will endeavour to make you aware of the contents of this Privacy Policy before or as soon as reasonably practicable after collecting any personal information about you.

ZCMOY reserves the right at any time and without notice to change this Privacy Policy by simply posting such changes on our site. Any such change will be effective immediately upon posting. Please visit our website regularly to keep informed of policy updates.

HOW INFORMATION IS COLLECTED

Where possible, ZCMOY will collect personal information directly from you. ZCMOY may collect information through various means, including interviews, appointments, forms and questionnaires (whether in hardcopy or electronic format, including information submitted via our website or other electronic means). If you feel that the information that ZCMOY is requesting, is not information that you wish to provide, please feel free to raise this with us.

ZCMOY does not collect any personal information from users browsing our website. Users of the public areas of the website browse anonymously. However, if you contact ZCMOY via our website, your email address and any personal details provided may be stored while ongoing contact is required.

In some situations, ZCMOY may also obtain personal information about you from a third-party source. If information is collected about you in this way, reasonable steps will be taken to contact you and ensure you are aware of the purposes for which your personal information is collected and the organisations to which your information may be disclosed, subject to any exceptions under the Privacy Act.

ZCMOY does not request or store sensitive information, disclose, sell or trade your personal information to any organisation other than as set out below.

The ZCMOY website (<http://www.zontamelbourneonyarra.org.au>) uses "cookies", which are pieces of data that are stored on your hard drive containing details about your use of our website. Cookies do not provide us with information that can be used to identify you. You may elect to reject cookies and still use our website, however in doing so, you may be unable to access certain pages.

ZCMOY may also use IP addresses to analyse trends, administer and track use movements on our website, and gather broad demographic data for aggregate use, which we may share with our partners and advertisers. IP addresses are not linked to any information that could identify you.



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HOW INFORMATION IS USED

Most data collected by ZCMOY is used only to help better serve and communicate with members, visitors, donors and supporters.

The personal information that you submit to ZCMOY is collected in order to provide information services to you which in turn facilitates the co-ordination of meetings, fellowship, fundraising activities and community service projects conducted by ZCMOY.

Members of ZCMOY should be aware that your registration information is provided to Zonta International/Zonta International Foundation in USA (ZI/ZIF) for the purposes of recording annual membership fees, donations, emailing and mailing the member magazine. Contact details of Club Officers may be published in International or District Directories.

You may access your information at any time.

ZCMOY will take reasonable steps to destroy or de-identify personal information held if it is no longer needed for the primary purpose for which it was collected and are not otherwise required by law to retain the information.

Your personal information may be disclosed to outside parties including but not limited to MailChimp in the USA in the course of communicating information regarding the undertaking of ZCMOY activities and projects.

MAILCHIMP PRIVACY

ZCMOY uses MailChimp to provide information emails to members, supporters, donors and visitors.

To distribute information emails on behalf of ZCMOY, MailChimp will collect personal information from you, including email addresses provided to ZCMOY for the purpose of receiving information emails, and all details relating to those email addresses. MailChimp also uses cookies, web beacons and Flash player codes to collect information about

- when you access the ZCMOY information emails;
- your browser type and version;
- your operating system and other similar information.

For more details on the information MailChimp will collect, please refer to the [MailChimp's Privacy Policy](#) and the [MailChimp Terms of Use](#).

MailChimp will use the information collected from you for the purpose of hosting the online platform to enable ZCMOY to create, send and manage information emails. MailChimp will also use this information to measure the performance of ZCMOY's email campaigns.

MailChimp may transfer this information to its contractors or other third parties who process the information on MailChimp's behalf, or where otherwise required to do so by law.

MailChimp is based in the United States of America (USA) and is subject to the laws of the USA. Your information (including your IP address) will be transmitted to and stored by MailChimp on servers located outside Australia.

By signing up to information emails you:



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- consent to your personal information being collected, used and disclosed as set out in these terms and conditions, and in [MailChimp's Privacy Policy](#) and [Terms of Use](#);
- consent to your personal information being sent and stored overseas, and acknowledge that Australian Privacy Principle 8.1 contained in Schedule 1 to the Privacy Act 1988 (Cth) will not apply to the use of the information;
- acknowledge that MailChimp is not subject to the Privacy Act 1988 (Cth) and you will not be able to seek redress under the Privacy Act 1988 (Cth) for any privacy breaches by MailChimp but will need to seek redress under the laws of the USA.

It is our policy that all electronic communications will include an unsubscribe facility.

VISUAL IMAGES

Photos of members, visitors, donors and supporters may be published on the ZCMOY website and/or local ZCMOY electronic and hardcopy publications and communications including but not limited to Zonta Matters Newsletter, social media platforms and ZCMOY website. Prior to publication, a written approval will be sought from the photographed person by completing and signing a ZCMOY Permission Form.

OTHER WEB SITES

The ZCMOY website contains links to other websites. Please note that when you click on one of these links, you are entering another website for which ZCMOY has no responsibility. We encourage you to read the privacy statements on all such sites as their policies may be different from ours.

QUESTIONS AND COMPLAINTS

If you have any questions, concerns or complaints about the way in which we have handled your personal information, or if you believe that we have not complied with our obligations under the Privacy Act, please contact us:

Zonta Club of Melbourne on Yarra Inc.
PO Box 1087 Collingwood VIC 3163
info@zontamelbourneyarra.org.au

Effective Date: 13th September 2019

Review: as required